



2026 Certification Application Time and Leave Administration

PURPOSE

Offered through the South Carolina Department of Administration's (Admin) Division of Enterprise Applications (DEA), the SCEIS Training Accreditation and Recognition (STAR) certification program is designed to identify SCEIS users who have completed specific training requirements in SCEIS Human Resources (HR) and Payroll modules and can demonstrate their knowledge by passing a certification exam.

STAR certification is optional. You can perform all transactions effectively in SCEIS without being STAR certified.

APPLICATION REQUIREMENTS

DEA will verify that candidates meet the following requirements.

- **The application deadline is Monday, Dec. 1, 2025.**
- STAR Time and Leave Administration applicants must complete all courses in the corresponding learning path **before** applying. Candidates are responsible for knowing all course material regardless of agency use.

All courses must have been completed after July 1, 2016.

Time and Leave Administration Learning Path Courses:	Format:
ECC100V: SCEIS ECC Basic Navigation	Online
TM101V: Fundamentals of Time Administration	Online
TM200: Time Administration	Instructor-led
TM300: Leave Administration	Instructor-led
HR500V: SCEIS HR Year-End Time and Leave Reconciliation	Online
TM400: Advanced Time and Leave Administration	Instructor-led

- Candidates must have SCEIS security roles that correspond with the Time and Leave Administration learning path. Applicable SCEIS security roles include:
 - OM-Display Org Management
 - PA-HR Master Data Maintainer
 - PY-Payroll Administrator
 - TM-Time Administrator
 - TM-Time Approval
 - TM-Display Time & Leave
 - TM-HR Leave Administrator
 - TM-HR FMLA Event Maintainer
- Candidates must have two or more years of experience with the SCEIS security roles that correspond with the Time and Leave Administration learning path.

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- Candidates must be an active state employee at a SCEIS state agency at the time of their application and through the certification exam in May. If the candidate's employment status changes during this time, they must notify SCEIS Training via email training.sceis@admin.sc.gov.
 - Candidates must attend a virtual orientation meeting for Time and Leave Administration held February 2026.
 - Certification exams will be administered May 2026 at DEA. Candidates must take the STAR exam for Time and Leave Administration on the scheduled date. Candidates must score 80% or above on the STAR exam to receive certification.

Accepted applications will be notified of specific dates and times for meetings and exams.

VALIDITY PERIOD AND RECERTIFICATION

STAR certifications remain valid for five years. Users who wish to renew their certification must complete any new, or significantly updated courses, required by SCEIS and retake the exam.

Application follows on next page.

CERTIFICATION APPLICATION

Employee Information

Save this application to your desktop and complete all fields.

First and Last Name:	
Preferred Name <i>(if different)</i> :	
Job Title:	SCEIS Personnel Number:
Agency:	SCEIS Central User ID:
Work Email:	Work Phone:
Agency Street Address:	
City:	Zip Code:

State Hire Date:
Number of years in South Carolina state government:
Number of years processing Benefits and Payroll Administration in SCEIS:

Please describe the benefits and payroll processes you perform in SCEIS:
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Course Completion Dates

Provide the date each course was completed. Candidates must have completed all courses after July 1, 2016. [Use these instructions](#) to view your learning history in MySCLearning. If you cannot determine the exact date a course was completed, enter “unknown” in the ‘Date Completed’ column.

Course:	Format:	Date Completed:
ECC100V: SCEIS ECC Basic Navigation	Online	
TM101V: Fundamentals of Time Administration	Online	
TM200: Time Administration	Instructor-led	
TM300: Leave Administration	Instructor-led	
HR500V: SCEIS HR Year-End Time and Leave Reconciliation	Online	
TM400: Advanced Time and Leave Administration	Instructor-led	

<input type="checkbox"/> Yes	I am requesting a test accommodation. If yes, SCEIS Training will contact you for more information.
<input type="checkbox"/> No	

Test accommodations are any modifications made to tests or testing conditions that allow participants with physical disabilities or learning disabilities to demonstrate their knowledge and skills in a testing situation.

I have read and understand the requirements of the STAR Benefits and Payroll Administration certification. I agree all information provided is accurate and complete.

Applicant Signature: _____ **Date:** _____

Supervisor Name: _____

Supervisor Signature: _____ **Date:** _____

Supervisor Email: _____

HR Director Name: _____

HR Director Signature: _____ **Date:** _____

HR Director Email: _____

Email completed/signed applications to: training.sceis@admin.sc.gov.

Applicants will receive confirmation once their application is received. Application assessments will begin following the close of the application window Dec. 1, 2025. Validation will be completed by Jan. 15, 2026. Applicants will be notified via email to confirm requirements have been met and they are able to take the certification exam – or if requirements are missing or incomplete.

Thank you for your interest in the STAR program!