

ACP100 Arrears Clearing Process

Description

This instructor-led course defines benefits-related arrears and discusses the situations in which arrears occur, such as when an employee is on leave without pay and benefits deductions cannot be collected because there are no wages being paid. Participants will learn how to view the Arrears Table and how to clear arrears directly in SCEIS without submitting a Help Desk ticket.

Target Audience

Users with the following roles: Benefits Administrator, HR Directors

Prerequisites

The following *must* be completed before you can register for the classroom training. Completion of prerequisites ensures that participants have the necessary knowledge for class. Material covered in prerequisite courses will not be re-taught in classroom training.

- HR100V Introduction to SCEIS Human Resources and Payroll Online Course. Click [here](#) for more information on HR100V.

Registration Instructions

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCCentral tab.
3. Click the "MySCLearning" tile.
4. Complete the prerequisite, HR100V. In the "Find Learning" tile, use the search box to type in the course ID (HR100V) and click "Go." Find the course title and click "Start Course."
5. After completing HR100V, type in the course ID (ACP100) in the search box and click "Go."
6. Find the course title and click "See Offerings."
7. Scroll down and click the "Offerings" tab to view class dates.
8. Find the class date you prefer, and click "Register Now." If you do not see "Register Now," you have not completed HR100V.
9. At the Scheduled Offering box, click "Confirm."
10. Receive email confirmation; view details and instructions.

Learn More
at sceis.sc.gov

MySCLearning Tools



If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).