



# AST LEADS AND ATC MEETING WAVE 1

October 8, 2009

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- 
- 🔄 Role Mapping Updates
  - 🔄 Training Overview
  - 🔄 Training Enrollment Process
  - 🔄 MySCEmployee Training
  - 🔄 Training Preparation Checklist
  - 🔄 Upcoming Activities

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**Purpose:** To provide a role mapping process update and review important training processes and activities.

**Objectives:**

1. Awareness of the current state and next steps for role mapping
2. Understanding of the training approach for Wave 1 HR/Payroll employees (core users and MySCEmployee users)
3. Awareness of the training enrollment process for core employees in Wave 1 agencies
4. Informed of preparation tools and upcoming activities



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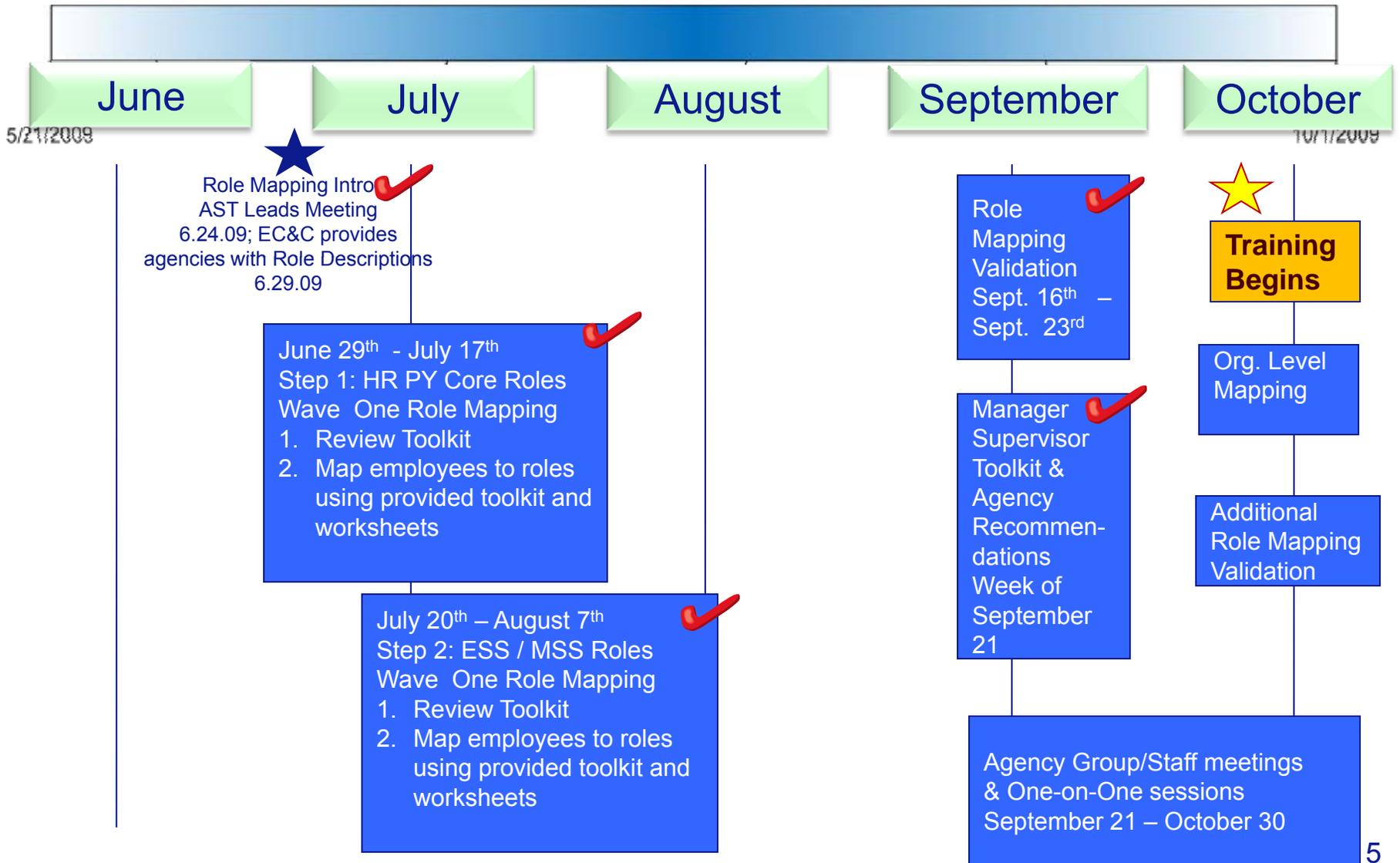
# AST Leads and ATC Meeting – Wave 1 **ROLE MAPPING UPDATES**

Jennifer Rocks, EC&C Advisor

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# Wave One Employee Readiness Timeline



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## Travel Approver

- Travel Approver role has been deleted. The Travel Approval functions will be incorporated into the MySCEmployee Manager Self-Service (MSS) functions and training
- Agency Advocates will notify those agencies impacted with a list of employees who were assigned the Travel Approver role

## AP Travel Roles

- Some current AP roles already live with SCEIS may need to take a travel course to learn the travel reimbursement functions

# ESS- Charging Time to Charge Objects

- When entering time through MySCEmployee, some state employees may be required to charge their time to Cost Objects (i.e. Charge Objects) .
- A cost object captures time within a financial area of responsibility (for example, a Cost Center, Order, WBS, Fund, or Grant).
- These employees will have additional fields on their time sheets to select the cost objects against their time.
- Managers will need to review the time charged to the various cost objects and approve or reject the time.
- It is the manager's (or Time Administrator's) responsibility to communicate to their employee what cost objects they should be charging.

# Time Entry- Charge Objects Data Collection

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- ④ Agency needs to determine if they require the Charge Objects functionality for employee time entry
  - ④ A spreadsheet has been developed which requests that agencies list each position(s) number for your agency along with their respective supervisor/manager position(s) number which require time entries charged to particular Charge Objects, Cost Center, Grant, etc.
  - ④ The purpose of this collection of data is to ensure the eligible position(s) along with appropriate approval position(s) are mapped to the SAP charge object profile.
  - ④ The cost/charge objects are :
    - Receiver Cost Center
    - WBS (Work breakdown Structure) elements
    - Receiver Internal Order
    - Receiver fund
    - Receiving Functional Area
    - Receiver Grant

# Time Entry- Charge Objects Data Collection Next Steps

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- Agency determines if it needs the Charge Objects functionality for employee time entry
  - If agency requires this functionality, notify your agency advocate as soon as possible
  - The Time entry – Charge Objects Data collection spreadsheet will be sent to all Wave 1 agencies between October 9 and October 12
  - Agency completes spreadsheet or emails their Agency Advocate that this functionality is not needed

# Role Mapping Updates Pre Go-Live

1. Agencies will receive an up-to-date role mapping worksheet (identical to the role mapping validation worksheet recently collected)
2. As updates to employees occur, please indicate whether the employee is to be added or removed, or a role is to be added or removed. Please do not change the format of the spreadsheet
3. Agency should email the updated worksheet to the SCEIS AST mailbox and their Agency Advocate, as needed.
4. For post Go-Live security assignments, Agencies will use the SCEIS User Access Request form (located on the SCEIS website)



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AST Leads and ATC Meeting – Wave 1

# TRAINING OVERVIEW

Tammy Mainwaring, EC&C Team Lead

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# Wave 1 Training Dates

## October

- Oct 8 – AST and ATC Meeting. Training documents sent to agencies
- Oct 9 – Email training enrollment information to employees
- Oct 12– Start of Training enrollment and On-line Training (COR120 - SCEIS Navigation and Overviews: HR100, OM100, PY100, TM100)
- Oct 19– Start of HR/Payroll Instructor-led Training & MySCEmployee Training (Employee Self Service)
- October 26- Start of MySCEmployee Training (Manager Self Service)

## November

- Continue on-line and instructor-led training throughout the month

## December



- Conduct additional post go-live training

# SCEIS Registration & Enrollment Overview

- EC&C team will load Wave 1 SCEIS users into the SCEIS Training system
  - SCEIS will “register” users who have been assigned a SCEIS role (role mapping)
- Employees may request enrollment in the appropriate training beginning Monday, October 12
- Students need to be enrolled in the appropriate on-line and instructor-led training
- Confirmation emails will be sent to students for each on-line or instructor-led course that they requested enrollment
- SCEIS will approve enrollment and send follow-up email

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- SCEIS Training System – on-line system used to enroll students
  - Individual Transition Plans – document that lists each employee and the roles and courses assigned to them
  - SCEIS Training schedule – spreadsheet that lists the course name, date, time and facility available for all instructor-led courses
  - SCEIS Course to Roles crosswalk – spreadsheet that lists each SCEIS course and the roles assigned to that course
  - SCEIS Training System Quick Reference Cards – documents to support use of system located on SCEIS website: [www.sceis.sc.gov](http://www.sceis.sc.gov)

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- ① Utilizing Blackboard technology for managing and facilitating SCEIS end-user training
    - Enrollment (GoSignMeUp)
    - View assigned training courses
    - Complete on-line courses
    - Access instructor-led materials
    - Track and report completion of courses
  - ① Access to SCEIS Training system will be role-based:  
Student and Training Coordinator

# Course Sequence

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- 🌀 Courses need to be taken and completed in sequence based on course number. Therefore, students should plan their schedules accordingly
1. (Auto enrolled) COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation
  2. (Auto enrolled) HR/PY 100 level course(s) (videos)
  3. HR/PY 200 level courses
    - a. OM200, SCEIS OM Infotype Overview for Org Units, Positions, and Jobs
    - b. PA200, SCEIS Display/Maintain Employee Personal Data and Reporting
  4. HR/PY 2xx or 300 level courses, etc
    - a. OM300, SCEIS OM Reporting
    - b. PA210, SCEIS Display/Maintain Employee Payroll/Benefits data

- Employees use email address as their User ID to log into SCEIS Training System. A list of courses will be provided electronically in the system, or through the Individual Transition Plan (ITP).
- Employees request the appropriate course date and time for each required instructor-led course.
- All employees will be placed on a wait list.
- Confirmation emails will be sent to employees for each instructor-led course that they have requested enrollment.
- SCEIS will send a follow-up email when the enrollment has been approved.

# Training Course Overview

## **SCEIS Navigation**

- *On-line training*
- *2 hours or less*

## **HR, OM, PY, TM Process Overviews & the MySCEmployee Courses**

- *On-line training*
- *1 hours or less for Process Overviews*
- *3 hours or less for MySCEmployee courses*

## **SCEIS Role-Based Training on Processes and Transactions**

- *Instructor-led or On-line*
- *For some roles, between ½ - 6 days*

***SCEIS assumes end-users have the necessary computer, Microsoft Office and internet navigation skills***

***Completed before Go-Live***

All students will be automatically enrolled in their required prerequisite on-line courses:

☉ COR120, SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation

On-line videos

☉ HR100, SCEIS Human Resources Overview

☉ PY100, SCEIS Payroll Overview

☉ TM100, SCEIS Time Management Overview

☉ OM100, SCEIS Organizational Management Overview

***\*Note: Please refer to email sent to AST Leads on Tuesday, October 6, regarding SCEIS Training System IT Requirements***

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- Courses can be accessed from home
  - Students to complete courses prior to start of instructor-led training
  - Students need to complete course survey within SCEIS Training system to show completion of courses
  - ATCs, AST Leads, and HR Directors monitor completion and support students in completing prerequisite training
  - Prerequisite on-line training courses should be followed in sequence and completed before the start of instructor-led training

# October 19: Start of Instructor-led Training

- After SCEIS has confirmed that an employee has the required role to attend the requested training course, SCEIS will send a confirmation email that includes the course name, time, date, and location.
- Employee logs into SCEIS Learning Management System (Blackboard) to view training course information
  - Announcements and general SCEIS Training information
  - On-line training classes will be available to view and complete within the system
  - Instructor-led materials will be available approximately two days prior to the start of the course to download and print. These may include the participant guide (PowerPoint presentation), exercise guide, and quick reference cards.
  - \*Note: not all instructor-led courses will require all three documents

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- ☉ Instructor-led training will be conducted between October 19 – November 30
  - ☉ Prerequisites need to be completed
  - ☉ Courses need to be taken in sequence
  - ☉ Course materials, such as the Participant Guide, will be printed and provided to students
  - ☉ Instructors will allow students time at the end of the course to complete assessment and evaluation in SCEIS Training system
  - ☉ Attendance will be tracked and reported in the SCEIS Training system

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Additional On-line training will be provided throughout the training delivery period

- MySCEmployee courses
- OM310, SCEIS Organizational Management Reporting with Nakisa
- PY310, SCEIS Payroll Reporting for agencies
- TM340, SCEIS Leave Transfer Pool Administration
- IMG110, SCEIS Document Imaging for HR/PY

# Training Communications

- September 15: Initial training dates communicated during Agency Support Team (AST) Leads meeting
- September 25: 1-page Training overview and training dates provided in Manager Toolkit emailed to Wave 1 agencies
- October 6: SCEIS Training System IT requirements sent to Wave 1 IT Directors
- October 8: Wave 1 Training overview to be provided at AST Leads and Agency Training Coordinators meeting
- October 8: Training documents to be sent to AST Leads and ATCs:
  - Updated 1-page Training Overview
  - List of SCEIS HR/PY Courses
  - Roles-to-Courses matrix
  - Course schedule
  - Individual Transition Plans (ITPs) to be distributed to employees
- October 9: Enrollment instructions sent to employees
- October 14 – November 30: Training enrollment emails

# Training Completion

**Completion of all  
required SCEIS  
courses**



***Security access at Go-live***

- At the end of most courses, employees will be asked a series of questions. A 70% passing grade is expected. Employees may take the course as often as needed.
- Some on-line courses may require employees to complete a survey in the SCEIS Training System to show completion of the course.
- Students will have 2 business days to complete the assessment and evaluation for each instructor-led course
- Users who do not complete all course requirements and require SAP access at go-live can be granted access on an **exception** basis. Agency Head approval will be required in such cases.



Agency Support Team Leads Meeting

# TRAINING ENROLLMENT PROCESS

Tammy Mainwaring, EC&C Team Lead

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# Training Enrollment Process Wave 1




**Workforce Transition**

**Individual Transition Plan**

**Agency:** Sea Grant Consortium

**Name:** Dummeier, Annette

**Position Description:** ADMINISTRATIVE COORDINATOR I

**E-mail:** [annette.dummeier@scseagratri.com](mailto:annette.dummeier@scseagratri.com)

**Supervisor Name:**

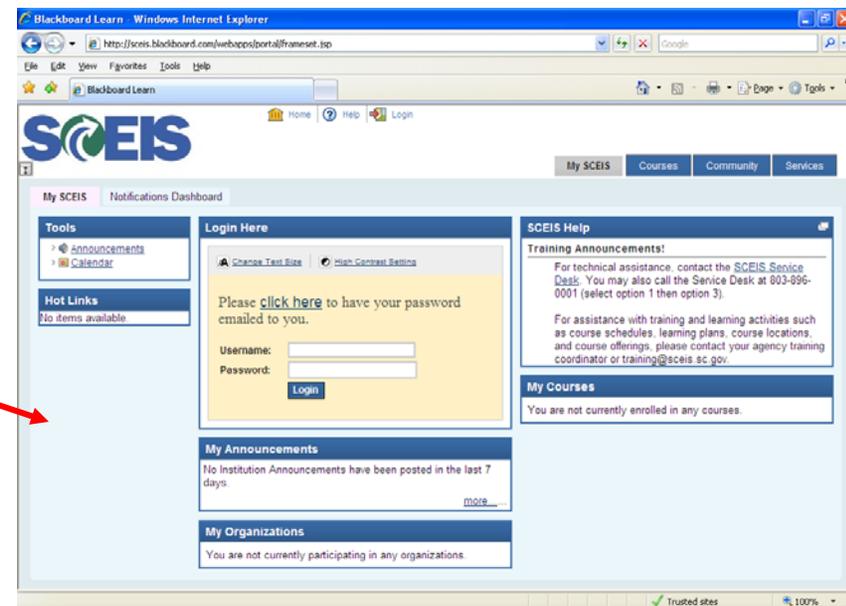
Assigned Roles	Role Description
<ul style="list-style-type: none"> <li>● Imaging - Scan Operator Role (including HIPAA responsibilities)</li> </ul>	<ul style="list-style-type: none"> <li>- Certain paper documents must be scanned and attached to SAP transactions to support</li> <li>- Scan paper documents that support Finance and Materials Management processes.</li> <li>- Sweep electronic files that support Finance and Materials Management processes.</li> <li>- Initiate electronic workflows for certain Finance processes (e.g. accounts payable).</li> <li>- Attach images to Finance and Materials Management SAP documents.</li> </ul>
<ul style="list-style-type: none"> <li>● Procurement - Agency, ITMO/MMO Buyer</li> </ul>	<ul style="list-style-type: none"> <li>- Creates bid solicitations, contracts, and purchase orders for their Agency. ITMO/MMO will create bid solicitations and contracts (state term and agency)</li> <li>- Display and review vendor information</li> <li>- Display and monitor shopping carts</li> </ul>
<ul style="list-style-type: none"> <li>● Procurement - Central Goods Receiver</li> </ul>	<p>This role is designed for users who will receive goods for their agency as a central receiving point.</p> <p>Their primary responsibility is to create and verify goods receipt for their agency.</p>
<ul style="list-style-type: none"> <li>● Procurement - Shopping Cart User</li> </ul>	<ul style="list-style-type: none"> <li>- Create, display, monitor shopping carts (request to purchase) for items or services.</li> <li>- Create, cancel, display goods receipt for purchased items.</li> </ul> <p>This person has the ability to create a shopping cart (request to purchase) for items or services within their area(s) of the Agency. This person will also have the ability to create a goods receipt for the items that they requested to be purchased.</p>

Projected Training Course Titles	Approximate Course Duration (Hours)
● COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation	1
● IMG100 SCEIS Document Imaging	2
● MM002 Basic Central Goods Receiver: On-Line eLearning Simulation with a Quick Reference Guide	1
● MM100 SCEIS Materials Management Overview	1
● PR210 SCEIS Managing and Submitting Bids - Complex Bidding	7
● PR211 SCEIS Managing and Submitting Bids - Small Purchases	7
● PR220 SCEIS Managing Contracts	7
.....	-

- Agency Training Coordinators (ATCs), Agency Support Team Leads (ASTs), or Human Resource Directors will provide each student with his/her Individual Transition Plan (ITP).
- Employees begin planning for SCEIS training by reviewing their ITP and conferring with their ATC and/or manager.
- To enroll in training, employees follow the quick reference guide provided by SCEIS.

# Training Enrollment Process Wave 1

1. After receiving the ITP, go to the SCEIS website at <http://www.sceis.sc.gov>.
2. In the left sidebar, click **Training -> Blackboard**.



# Training Enrollment Process Wave 1

### 3. Login. Enter:

**Username:** your agency email address

**Password:** password1!

Example: John Adams at the SC Dept of People would login with username [jadams@people.sc.gov](mailto:jadams@people.sc.gov) and the password password1!, including the exclamation point.

### 4. Once in Blackboard, click the **GoSignMeUp** tab.

The screenshot shows a web browser window titled "Blackboard Learn - Windows Internet Explorer". The address bar shows the URL: [http://sceis.blackboard.com/webapps/portal/frameset.jsp?tab\\_tab\\_group\\_id=\\_23\\_1](http://sceis.blackboard.com/webapps/portal/frameset.jsp?tab_tab_group_id=_23_1). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content features the SCEIS logo and navigation tabs: My SCEIS, Courses, and Go SignMeUp. A yellow box with the text "STEP 4" is overlaid on the Go SignMeUp tab, with a red arrow pointing to it. Below the tabs, there is a navigation bar with links for Home, Log Off, My Account, Instructors Login, and Training Coordinator Login. The main content area displays a welcome message for Charles Boleyn and a list of enrolled courses, including SRM200-02 SCEIS SRM Shopping Cart Requisitioning, Purchasing. A "Go SignMeUp" button is visible in the bottom right corner of the page.

# Training Enrollment Process Wave 1

5. **Search** the catalog for courses in the **ITP**. Enter a course ID or partial title in the search box and click **Search**.
6. Next, **browse** the list of course offerings. Click a course title to **view its location, dates, times, get directions, etc.**

Blackboard Learn - Windows Internet Explorer

http://sceis.blackboard.com/webapps/portal/frameset.jsp?tab\_tab\_group\_id=\_23\_1

File Edit View Favorites Tools Help

Blackboard Learn

My Places Home Help

**SCEIS**

South Carolina Enterprise Information

Home | Log Off | My Account | Instructors L

Search  Browse

Welcome Charles Boleyn

You are currently enrolled in:  
[Click Here to cancel a course](#)

**STEP 5**

Search  and/or Catalog

Directions: Click on a Course Name to view course details

Keyword: SRM

Course	sort by: course name   course#   date   time	Status	Enroll Now
<a href="#">MM100 SCEIS Materials Management Overview</a> Online Course	Start Date(s) End Date(s) Wednesday 8/26/2009 Thursday 12/31/2009	Space Available	<a href="#">Enroll</a>
<a href="#">PR210-01 SCEIS Managing and Submitting Bids - Complex Biddi</a>	Date(s) Time(s) Tuesday 10/6/2009 9:00 AM-5:00 PM	Space Available	<a href="#">Enroll</a>
<a href="#">PR210-02 SCEIS Managing and Submitting Bids - Complex Biddi</a>	Date(s) Time(s) Tuesday 10/13/2009 9:00 AM-5:00 PM	Wait Space	<a href="#">Enroll</a>

Course Instructors: [Hill, Tracy](#)  
at [SC Department of Health & Human Services](#)

**STEP 6**

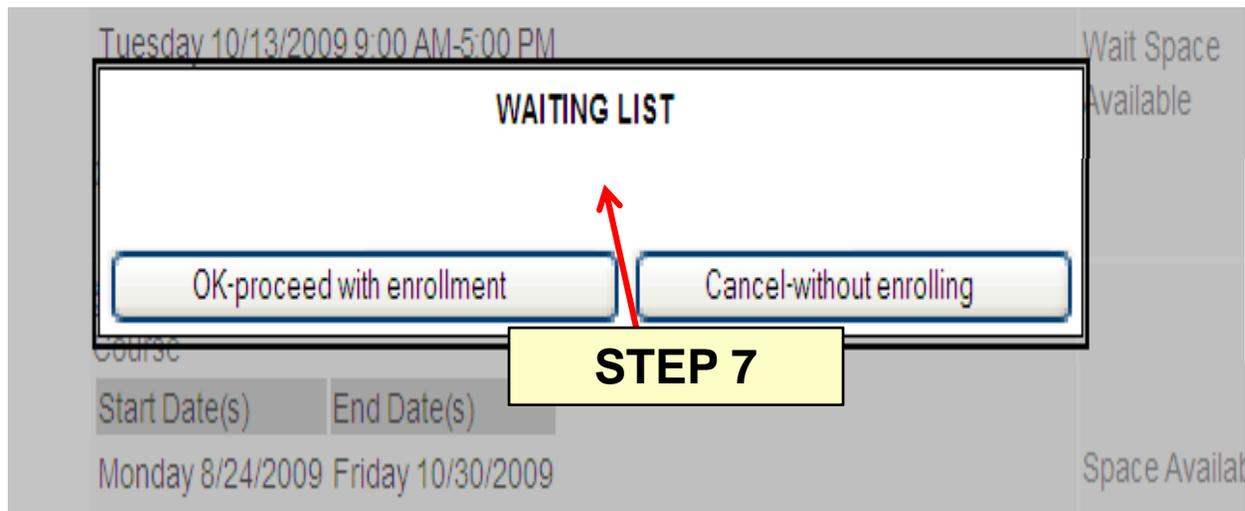
its.asp?action=coursedetail&id=2677&main=8&sub1=8&misc=150&courseinternalaccesscoi

Trusted sites 110%

# Training Enrollment Process Wave 1

7. **Enroll** in courses by clicking the **ENROLL** button adjacent to the offering that fits your schedule. Upon clicking **ENROLL** the option will appear to be added to the **Waiting List** for the course. Click **OK**.

**NOTE: Employees will be placed on the waiting list until SCEIS approves the enrollment into the class.**



8. Click **My Account** to return to your **Welcome** page.

# Training Enrollment Process Wave 1

## 9. Click **#course** to view your schedule.

The screenshot shows a web browser window titled "Blackboard Learn - Windows Internet Explorer" with the URL [http://sceis.blackboard.com/webapps/portal/frameset.jsp?tab\\_tab\\_group\\_id=\\_23\\_1](http://sceis.blackboard.com/webapps/portal/frameset.jsp?tab_tab_group_id=_23_1). The page header includes the SCEIS logo and navigation links: My Places, Home, Help, Logout, My SCEIS, Courses, Community, Services, and Go SignMeUp. A blue banner reads "South Carolina Enterprise Information System Online Registration". Below this are links for Home, Log Off, My Account, Instructors Login, and Training Coordinator Login, along with a search bar and links for "andar" and "Catalog".

The main content area displays a welcome message for "Charles Boleyn". On the left, it states "You are currently enrolled in:" followed by a link to "Click Here to cancel a course" and details for "SRM200-02 SCEIS SRM Shopping Cart, Requisitioning, Purchasing" (Online Course - Starts: 8/24/2009). Below this is a section for "Classes to enroll Charles Boleyn (125730)" with an "Enroll" button.

In the center, it says "Welcome Charles Boleyn. You are presently enrolled in [1 courses](#)." Below this are links: "To add more to your class list please [click here](#)." (with a red arrow pointing to it), "Click here to cancel courses", "Change your personal settings", "View your unofficial transcript", and "Reprint your prior Enrollment Confirmations".

At the bottom, there is a section for "Available Evaluations:" with the text "No Evaluations Available". A yellow box with the text "STEP 9" is overlaid on this section.

The footer of the browser shows the URL [http://sceis.gosignmeup.com/dev\\_students.asp?action=ReprintConfirmList&misc=537](http://sceis.gosignmeup.com/dev_students.asp?action=ReprintConfirmList&misc=537), a "Trusted sites" icon, and a zoom level of 110%.

# Training Enrollment Process Wave 1

10. If you ever need to cancel an enrollment: Click the circle to the left of a course in the schedule. Click cancel at the bottom of the page to cancel (drop) that course.
11. Upon completion of enrolling into courses, click the MySCEIS tab to return to Blackboard!

The screenshot shows the SCEIS web interface. At the top, there is a navigation bar with 'My SCEIS', 'Courses', and 'Co'. Below this is a search bar and a 'Catalog' link. The main content area displays a table of courses. The table has columns for 'Course Name', 'Location', and 'Times'. A single course is listed: 'SRM200-02 SCEIS SRM Shopping Cart Requisitioning, Purchasing' with 'Online' location and 'OnlineCourse 8/24/2009 8:30 AM To 10/30/2009' times. To the left of the course name is a radio button. Below the table is a 'CANCEL' button. A red arrow points from a yellow box labeled 'STEP 10' to the 'CANCEL' button. On the left side of the page, there is a 'Welcome Charles Boleyn' message and an 'Enroll' button.

Course Name	Location	Times
SRM200-02 SCEIS SRM Shopping Cart Requisitioning, Purchasing	Online	OnlineCourse 8/24/2009 8:30 AM To 10/30/2009

# Tracking Employee Enrollments

Agency Training Coordinators will have access to enrollment reports which will be useful as you track enrollment progress and ensure that students are enrolling in their required courses.

## ENROLLED REPORT For All Students

Date Range: 8/2/2009 to 1/1/2010  
10/2/2009 9:13:02 AM

Status	Name	CourseID	Course Name	Course Date	Instructor	Signup Date	Credit Hours	Credit Type
Registered	Ray, Melissa	COR120-01	SCEIS SAP Enterprise Central Component Overview	8/26/2009	SCEIS_Training Team	8/25/2009	10	Credit Hours
Registered	Ray, Melissa	SRM200-02	SCEIS SRM Shopping Cart Requisitioning, Purchasing	8/24/2009	SCEIS_Training Team	8/25/2009	20	Credit Hours
Registered	Ray, Melissa	SRM201-01	SCEIS SRM Shopping Cart Approv Proc for Managers	8/24/2009	SCEIS_Training Team	8/25/2009	10	Credit Hours
No Attend	Corley, Lashunda	AM200-01	SCEIS Create, Procure, Change, Block Asset Masters	9/14/2009	Danny Edens	8/27/2009	00	Credit Hours
Attended	Kennerly, Julia	AM200-04	SCEIS Create, Procure, Change, Block Asset Masters	9/18/2009	Lenny Byrd	8/27/2009	00	Credit Hours
No Attend	Miller, Robert	AM200-05	SCEIS Create, Procure, Change, Block Asset Masters	9/23/2009	Lenny Byrd	8/27/2009	00	Credit Hours
Attended	Eargle, Edward	AM200-05	SCEIS Create, Procure, Change, Block Asset Masters	9/23/2009	Lenny Byrd	8/27/2009	00	Credit Hours
Registered	Spearman, Shatika	AM200-07	SCEIS Create, Procure, Change, Block Asset Masters	10/8/2009	Lenny Byrd	8/27/2009	60	Credit Hours
Attended	Kennerly, Julia	AM210-01	SCEIS Asset Reporting	9/25/2009	Lenny Byrd	8/27/2009	00	Credit Hours



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Agency Support Team Leads Meeting  
**MYSCEMPOYEE TRAINING**  
Tammy Mainwaring, EC&C Team Lead

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# October 19: MySCEmployee Training for ESS

- MySCEmployee (ESS) Training Content will be grouped into 3 separate yet linked on-line courses:
  - Course 1- Overview including information on: My Employee Search, My Pay, My Benefits, My Personal Information and My Career (1 hour)
  - Course 2- Information on how to compile a timesheet for those employees who will be using this functionality (My Working Time) (1 hour)
  - Course 3- Information on how to request travel and compile required travel information for those employees who will using functionality (My Travel Expenses) (30 minutes)
- SCEIS will email a list of MySCEmployee role mapping to AST Leads, ATCs, and HR Directors. Agency determines how to facilitate MySCEmployee training:
  - Provide employees with a link to the on-line MySCEmployee courses
  - Facilitate a series of in-person training courses to support completion of courses
  - Upon request, Provide CD that contains MySCEmployee courses

# October 19: MySCEmployee Training for ESS

- Quick reference guides and an overall Employee User Guide will be created in conjunction with the on-line training documents.
- At the conclusion of each course, employees will click on a link to complete a course evaluation thus signifying course completion.
- ESS for general employees is expected to last approximately one hour in length; Time entry will be about an hour and Travel will be an additional half hour.
- Courses will be available for the duration of the project.

# October 26: MySCEmployee Training for MSS

- SCEIS will email a list of MySCEmployee role mapping to AST Leads and ATCs. Agency determines how to facilitate MySCEmployee training:
  - Provide managers with a link to the on-line MySCEmployee course
  - Facilitate a series of in-person training courses to support completion of courses
  - Upon request, Provide CD that contains MySCEmployee course
- MySCEmployee (MSS) Training Content will be one on-line course
- Quick reference guide and an overall Employee User Guide will be created in conjunction with the on-line training documents.
- At the conclusion of each course, employees will click on a link to complete a course evaluation thus signifying course completion.



Agency Support Team Leads Meeting  
**TRAINING PREPARATION CHECKLIST**  
Tammy Mainwaring, EC&C Team Lead

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- ④ Distribute materials from Manager Toolkit to prepare employees of upcoming activities
- ④ Work with IT staff to ensure workstations can access Blackboard and GoSignMeUp (<http://www.sceis.sc.gov/page.aspx?id=141> – SCEIS Training Guides and Tools)
  - Firewall settings
  - Java Plugin install
  - Trusted site setting for Internet Explorer
- ④ Distribute Individual Transition Plans (ITPs) to employees (core HR/Payroll users)

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- ④ Work with employees to select the appropriate date and time to be out of the office, and that courses are completed in sequence
  - ④ Allow employees to complete prerequisite on-line training, prior to instructor-led training
  - ④ Consider options for supporting the MySCEmployee training
  - ④ Track employee enrollment within agency

- 
- ④ Ensure employees cancel out of course if they are unable to attend
  - ④ Encourage employees to complete course assessment and survey within 2 business days
  - ④ Track course completion within agency
  - ④ When available, share MySCEmployee training links with employees and encourage employees to complete ESS/MSS training



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Agency Support Team Leads Meeting

# **UPCOMING ACTIVITIES**

Tammy Mainwaring, EC&C Team Lead

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## Upcoming Activities

- 
- 🌀 October 8: Training documents to be sent to AST Leads, ATCs, and HR Directors
  - 🌀 October 9: Enrollment instructions will be sent to employees
  - 🌀 October 9-12: Time Entry- Charge Objects Data Collection request sent to agencies
  - 🌀 October 14 – November 30: Training enrollment approval emails sent to employees
  - 🌀 Next meeting - Wednesday, October 28, 9:00 a.m.  
*Academic Center Auditorium, Midlands Tech Airport*