

From: sceis-ast@sceis.sc.gov
To: SCEIS users
Subject: Seats available for December SCEIS training courses

The South Carolina Department of Administration's (Admin) Division of Enterprise Applications (DEA) has seats available for the following December SCEIS training classes.

- **TM200 Time Administration**
[Course Details](#)
Class Date: Wednesday-Thursdays, Dec. 3-4, 2025
Class Time: 9 a.m.-5 p.m. daily
- **GL300 General Ledger Accounting**
[Course Details](#)
Class Date: Wednesday, Dec. 10, 2025
Class Time: 9 a.m.-5 p.m.
- **TM300 Leave Administration**
[Course Details](#)
Class Date: Thursday, Dec. 11, 2025
Class Time: 9 a.m.-5 p.m.
- **FM300 Funds Management**
[Course Details](#)
Class Date: Monday, Dec. 15, 2025
Class Time: 9 a.m.-5 p.m.

To register, log into [SCEIS Central](#) and follow the instructions provided below. Please review the included course attendance policy. Participants must comply with all requirements to receive full training credit.

Registration Instructions

1. Using your internet browser, log into [SCEIS Central](#) using your SCEIS user ID and password.
2. Click the **My Talent** tile.
3. Click the **View My Learning** tile.
4. From the **Learning** screen, type the course ID (i.e., TM200) in the search box, and click **Search**.
5. Locate the course title and click **Show Classes**.
6. Scroll down and click the **Classes** tab to view the class date.
7. Click the **Class Date**.
8. Click the **Register** button.

You will receive an email confirmation with course details and further instructions. If you do not receive a confirmation email, please contact the [SCEIS Service Desk](#).

Access [MySCLearning Tools](#) for additional assistance.

Attendance Policy

- Participants must attend the entire class for the dates and times indicated.
- At the end of the course, participants must complete the course assessment and course evaluation to receive credit.
- If a participant is unable to attend, please withdraw as soon as possible as there may be a waiting list to attend the class.
- If a participant misses any portion of a class, the SCEIS Training Team will contact the participant's supervisor to stress the importance of attendance and provide an explanation on why full credit will not be given.
- Allowances will be made for unforeseeable circumstances, such as illness, emergencies, traffic delays, etc.

If you have questions regarding these courses or SCEIS training, please email the [SCEIS Training Team](#).

Happy learning!

The SCEIS Training Team