

From: sceis-ast@sceis.sc.gov
To: SCEIS users
Subject: Rescheduled and New 2025 SCEIS Training Dates

The South Carolina Department of Administration's (Admin) Division of Enterprise Applications (DEA) has rescheduled four SCEIS training courses due to the division's office relocation. In response to a high volume of registrants, DEA has also added additional dates for the General Ledger Accounting and Funds Management courses.

The following courses have been rescheduled. Current registrants have been notified of the changes.

Rescheduled Courses	Original Date(s)	New Date(s)
TM200 Time Administration	Oct. 29-30 Oct. 29: 9 a.m.-5 p.m. Oct. 30: 9 a.m.-noon	Dec. 3-4 Dec. 3: 9 a.m.-5 p.m. Dec. 4: 9 a.m.-noon
AR300 Accounts Receivable Invoice Processing	Oct. 23 9 a.m.-5 p.m.	Dec. 8 9 a.m.-5 p.m.
GM300 Grants Management	Oct. 28 9 a.m.-1 p.m.	Dec. 9 9 a.m.-1 p.m.
TM300 Leave Administration	Nov. 12 9 a.m.-5 p.m.	Dec. 11 9 a.m.-5 p.m.

The following courses have been added to the 2025 SCEIS training calendar.

Course Additions	Date(s)	Time
GL300 General Ledger Accounting	Dec. 10	9 a.m.-5 p.m.
FM300 Funds Management	Dec. 15	9 a.m.-5 p.m.

All courses will be conducted in person at DEA. Parking and building access instructions will be sent before each course.

For the latest course information or to register, visit MySCLearning in [SCEIS Central](#). Registration instructions and the attendance policy are available on the [SCEIS website](#).

For questions regarding these courses or any SCEIS training, please email training.sceis@admin.sc.gov.

Happy learning!

The SCEIS Training Team