From: sceis-ast@sceis.sc.gov
To: SCEIS users
Subject: Admin announces Fall 2025 SCEIS training schedule

The South Carolina Department of Administration's (Admin) Division of Enterprise Applications (DEA) released its Fall 2025 SCEIS training schedule. To register for a course, log into SCEIS Central and follow the instructions provided. Please review the included course attendance policy; participants must comply with all requirements to receive full training credit.

All courses will be conducted in person at DEA. Please note, course locations may change due to the relocation of DEA offices. A reminder email confirming the course location will be sent to registrants before the start of the course. Check MySCLearning, in SCEIS Central, for the latest course information.

September 2025		
Sept. 23-24	9 a.m.-5 p.m. Daily	**PR217 Creating and Managing Purchase Orders**
Sept. 29-30	9 a.m.-5 p.m. Daily	**PR260 Strategic Purchasing and Contract Management**

October 2025		
Oct. 1	9 a.m.-5 p.m.	**OM200 Organizational Management**
Oct. 7	9 a.m.-5 p.m.	**GL300 General Ledger Accounting**
Oct. 8	9 a.m.-5 p.m.	**SPC200 Shopping Cart Workshop**
Oct. 9	9 a.m.-5 p.m.	**FM300 Funds Management**
Oct. 14-15	9 a.m.-5 p.m. Daily	**PA250 Personnel Administration**
Oct. 16	9 a.m.-5 p.m.	**TM400 Advanced Time and Leave Administration**
Oct. 23	9 a.m.-5 p.m.	**AR300 Accounts Receivable Invoice Processing**
Oct. 28	9 a.m.-1 p.m.	**GM300 Grants Management**
Oct. 29-30	29: 9 a.m.-5 p.m. 30: 9 a.m.-noon	**TM200 Time Administration**

November 2025

Nov. 3-4	9 a.m.-5 p.m. Daily	**AP300 Accounts Payable Invoice Processing**
Nov. 6	9 a.m.-5 p.m.	**REP210 Reporting with BEx for Finance and Materials Management Users**
Nov. 12	9 a.m.-5 p.m.	**TM300 Leave Administration**
Nov. 13	9 a.m.-5 p.m.	**PY200 Payroll Administration**
Nov. 17-18	9 a.m.-5 p.m. Daily	**PS300 Project Systems**
Nov. 20	9 a.m.-5 p.m.	**AM325 Asset Management**

December 2025

Dec. 2	9 a.m.-5 p.m.	**REP210 Reporting with BEx for Human Resource and Payroll Users**

Registration Instructions

1. Using Google Chrome, 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. Scroll to the **Find Learning** tile. Type the course ID (i.e., PR217) in the search box, and click **Search**.
5. Locate the course title and click **See 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 any SCEIS training, please email training.sceis@admin.sc.gov.

Happy learning!

The SCEIS Training Team