

ID	Title	Date	Pre-req
ACA100	Affordable Care Act Reporting	Oct 16 (a.m.)	HR100V
ACP100	Arrears Clearing Process	Oct 4 (a.m.)	HR100V
HR500	HR Year-End Time and Leave Reconciliation <i>(Register for one of the three available dates)</i>	Aug 16 (a.m.) Oct 3 (a.m.) Oct 18 (a.m.)	
OM200	Organizational Management	Oct 19	HR100V
PA250	Personnel Administration	Oct 30-31	HR100V
PY200	Payroll Administration <i>(Register for one of the two available dates)</i>	Sept 13 Nov 14	HR100V
REP200 HR	Reporting Business Objects for HR Users	Oct 12 (a.m.)	REP200U
REP210 HR	Reporting with BEx for HR Users	Oct 12 (p.m.)	REP200U
TM200	Time Administration	Sept 27-28 (1 ½ days)	TM101V
TM300	Leave Administration	Oct 17	TM200 or TM200U
TM400	Advanced Time and Leave Administration <i>(Register for one of the two available dates)</i>	Sept 14 Dec 5	TM300 & SCEIS team approval

Click on course title for additional course information.

Registration Instructions

1. Log in to MySCEmployee.
2. Click the MySCCentral tab (first-time users create a PIN).
3. Click the MySCLearning tile.
4. In the Find Learning tile, search by course ID or "SCEIS" and click "Go."

Online Courses

5. Find course title.
6. Click "Start Course."

Instructor-led Courses

5. Below the course title, click "See Offerings."
6. Find class date and click "Register Now."*
7. At the Scheduled Offering box, click "Confirm."
8. Receive email confirmation; view details and instructions.

*You must "Register Now" to reserve a seat. "Assign to Me"

Online Courses 24/7 Access

HR100V: Intro to HR and Payroll

REP200U: Intro to BEx and Business Objects

TM101V: Fundamentals of Time Administration

TM200U: Time Administration

TM300U: Leave Administration