

ID	Title	Date	Pre-req
ACA100	Affordable Care Act Reporting	Oct 30 (a.m.)	
ACP100	Arrears Clearing Process	Oct 16 (a.m.)	HR100V
HR500	HR Year-End Time and Leave Reconciliation <i>(Register for one of the two available dates)</i>	Sep 17 (p.m.) Oct 1 (a.m.)	
LMS200	MySCLearning System Administrator <i>(Register for one of the two available dates)</i>	Aug 14-15 Nov 28-29	
LMS300	Advanced MySCLearning Administration <i>(Register for one of the two available dates)</i>	Aug 30 Dec 12	LMS200 LMS200
OM200	Organizational Management	Aug 29	HR100V
PA250	Personnel Administration	Sep 18-19	HR100V
PY200	Payroll Administration	Sep 27	HR100V
REP200 HR/PY	Reporting Business Objects for HR/PY Users	Oct 31 (p.m.)	BOBJ100V
REP210 HR/PY	Reporting with BEx for HR/PY Users	Oct 31 (a.m.)	
TM200	Time Administration	Oct 3-4	TM101V
TM300	Leave Administration	Oct 17	TM200 or TM200U
TM400	Advanced Time and Leave Administration	Sep 13	TM300 & SCEIS 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" does not register you.

Online Courses 24/7 Access

**BEX100V: SCEIS Reporting
with BEx**

**BOBJ100V: SCEIS Reporting
with Business Objects**

HR100V: Intro to HR and Payroll

**TM101V: Fundamentals of Time
Administration**

TM200U: Time Administration

TM300U: Leave Administration