

| <u>Course ID</u> | <u>Title</u> | <u>Date</u> | <u>Prerequisites</u> |
|------------------|--|---------------------------|----------------------------|
| ACA100 | Affordable Care Act Reporting | April 18 | HR100V |
| OM200 | Organizational Management (Register for one of the two available dates) | Jan. 18 June 4 | HR100V |
| PA250 | Personnel Administration (Register for one of the two available dates) | March 28-29 June 12-13 | HR100V |
| PY200 | Payroll Administration | March 20 | HR100V |
| REP210 | Reporting with BEx for HR/Payroll Users | March 19 | SCEIS Validation |
| TM200 | Time Administration | April 16-17 | TM101V |
| TM300 | Leave Administration | April 30 | TM200 |
| TM400 | Advanced Time and Leave Administration | March 13 | TM300 and SCEIS Validation |

Click on course title for additional information.

Registration Instructions

1. Log in to SCEIS Central.
2. Click the My Talent tile.
3. Click the View My Learning tile (first-time users create a PIN).
4. In the Find Learning tile, search by course ID or "SCEIS" and click "Search."

Online Courses

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

Instructor-led Courses

5. Below the course title, click "See Classes."
6. Select class date and click "Register Now."*
7. At the Registration box, click "Register."
8. Receive email confirmation with details and instructions.

*You must "Register Now" to reserve a seat. "Assign to Me" does not register you.

Online Courses 24/7 Access

ACP100V: Arrears Clearing Process

BEX100V: Reporting with BEx

BOBJ100V: Intro to Reporting with BOBJ

ECC100V: ECC Basic Navigation

HR100V: Intro to HR and Payroll

HR500V: Year-End Time and Leave Reconciliation

SCEIS100V: SCEIS Central Resources for All Users

SCEISM100V: SCEIS Central for Managers

SCEISM110V: SCEIS Central for Managers - Additional Resources

SCEISTE101V: SCEIS Central Time Entry

TM101V: Fundamentals of Time Administration