SCEIS

South Carolina Enterprise Information System

Human Resources

The Human Resources module is comprised of two areas, Personnel Administration and Organizational Management. Personnel Administration is traditionally characterized by numerous individual pieces of information, which must be stored, updated and evaluated for each agency employee. Organizational Management is composed of organizational units, jobs (classes), positions and the relationships that connect them together to create hierarchies within an agency.

Listed below are some of the key HR-related benefits that have been identified as a result of the SCEIS HR/Payroll System implementation.

Integration with Other Functions

- Changes made in Personnel Administration to employee master data will update automatically in Organizational Management, Payroll Administration, Travel Management, Time Management, and even Employee and Manager Self-Service, if applicable.

Automated Personnel Action Screens

- SCEIS will automatically pull up screens required to complete specific personnel actions (e.g. new hires, rehires, transfers, separations), eliminating the need for HR practitioners to remember which screens need to be accessed and updated.

- SCEIS will also automatically link and display additional screens and forms based on information entered into the system.

Validation of Field Data

- SCEIS uses lists and drop down menus so that HR practitioners no longer have to memorize the various SCEIS field codes, such as codes indicating an employee's educational background or the reason codes for an action.

Automated Employee Data and Records Transfer

- When an employee that is already in the system moves from one agency to another, all human resources data and records in the system will move with him or her.

To learn more about SCEIS and the HR/Payroll project, visit www.sceis.sc.gov