

# HR100V Introduction to SCEIS Human Resources and Payroll

### Description

This online course defines the four modules of the HR/Payroll function in SCEIS (Organizational Management, Personnel Administration, Time Management, and Payroll) and explains how they are integrated. Users will learn the definitions of master data, transaction codes and infotypes. HR100V also demonstrates how to display and maintain infotypes. Users will have the opportunity to practice displaying and maintaining an infotype during the course.

This online course contains four modules and is a prerequisite for the following HR/Payroll instructor-led courses:

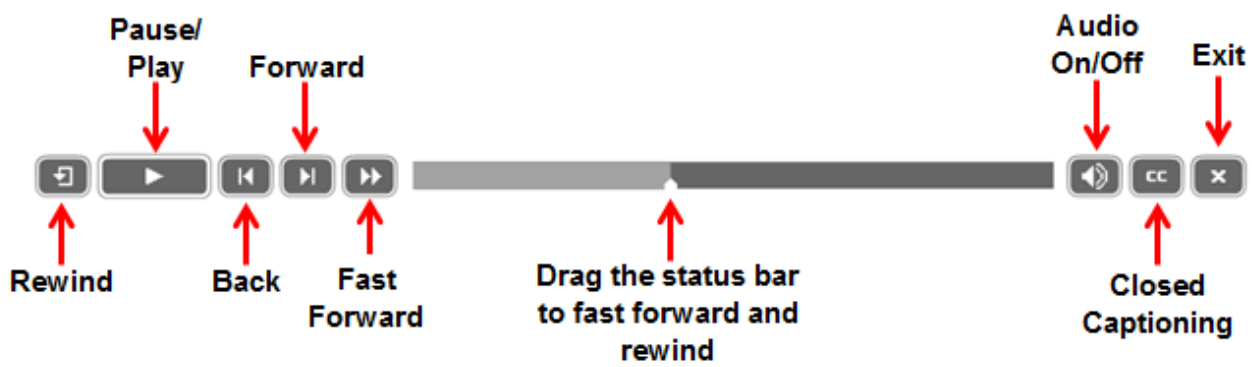
- ACP100 - Arrears Clearing Process
- OM200 - Organizational Management
- PA250 - Personnel Administration
- PY200 - Payroll Administration

### Course Modules and Timing

<b>Module</b>	<b>Approximate Minutes Per Module</b>
Module 1 - SCEIS Human Resources and Payroll Overview	5:00
Module 2 - Transaction Codes and Infotypes	5:00
Module 3 - Displaying Infotypes	5:30
Module 4 - Maintaining Infotypes	9:30
<b>Total</b>	<b>Approximately 25:00</b>

## Course Navigation

The times above are estimates. In each module, there are opportunities for participant interaction such as reviewing terms and practicing processes. Participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen. Depending on the participant, the module times may be shorter or longer than those listed above.



## Tips for Completing the Course

To get the most out of the HR100V online course:

- Take notes or print the course Reference Guide found in the "Course Documents" folder in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.
- Use Closed Captioning by clicking the CC button on the play bar or printing the course script in the "Course Documents" folder in MySCLearning, if needed.

## Accessing the Course:

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCCentral tab.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (HR100V) and click "Go."
5. Click "Start Course."
6. Review the "Start Here" document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.

Learn More  
at [sceis.sc.gov](https://sceis.sc.gov)

MySCLearning Tools

