HRY500V HR Year-End Time and Leave Reconciliation

Description
The HRY500V online course provides agency central office human resources users with instructions on how to properly reconcile time and leave records at year-end using the following reports:

- Missing Time and Unapproved Time Report – ZHRMTR.
- Time Collision Report – ZHRTCR.
- Unapproved and Stuck Leave Report – ZHRUAL.
- Time Evaluation Messages Report – PT_ERL00.
- FMLA Exception Report – ZHR_FMLA_EXCEPTION.
- Unapproved Working Time Only – CATS_APPR_LITE.

This course also covers guidelines for Leave Pool donations and important time and leave reminders for year-end.

Target Audience
Users with the following roles: central office human resources users responsible for reconciling time and leave at year-end.

Course Modules and Timing

Module	Approximate Minutes Per Module
Module 1 – Year-End Time and Leave Reminders	2:55
Module 2 – Reports for Reconciliation	20:25-34:15
Module 3 – Leave Pool Processing	4:34-9:10
Module 4 – Year-End Checklist	1:30
Total	**Approximately 29:24-47:50**

Course Navigation

The times above are estimates. In some modules, there are opportunities for participant interaction such as reviewing 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.
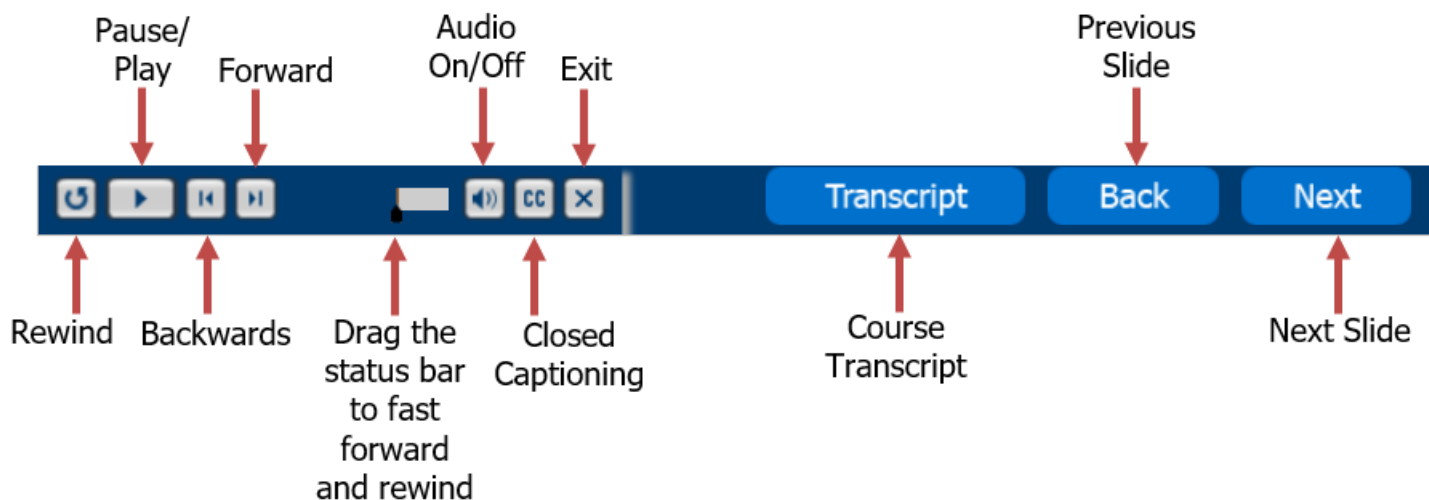
Tips for Completing the Course

To get the most out of the HRY500V online course:

- Take notes or print the "HRY500V Print Version" of the course posted 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, if needed. The "HRY500V Print Version" also contains the course script.

Course Information

Accessing the Course:

MySCLearning Tools

1. In Chrome, use your SCEIS user ID and password to log in to SCEIS Central (https://sceiscentrallogin.sc.gov).
2. Click the **My Talent** tile.
3. Click the **View My Learning** tile.
4. In the **Find Learning** tile, use the search box to type in the course ID and click **Search**.
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.