

HR500 HR Year-End Time and Leave Reconciliation

Description

This instructor-led 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 (provided by SCEIS weekly)
- 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. Please note: This course is not hands-on.

Target Audience

Agency Central Office Human Resources users responsible for coordinating or completing clean-up of time and leave at calendar year-end.

Prerequisites

None. However, we recommend that you complete the COR120U Enterprise Central Component (ECC) Navigation online course.

Registration Instructions

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 (HRY500) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view class dates.
7. Find the class date you prefer, and click "Register Now."
8. At the Scheduled Offering box, click "Confirm."
9. Receive email confirmation; view details and instructions.

Learn More
at sceis.sc.gov

MySCLearning Tools



If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).