Maintain Employee Email Addresses in SCEIS

SCEIS Central and MySCLearning use the email addresses recorded in employees' personnel records to send many types of automated notifications. Messages may include working-time notices, actions needed by a manager, enrollment confirmations and more.

The information below assists agency HR staff in making updates to individual users' contact information in Infotype 0105.

1 Log in to SCEIS.
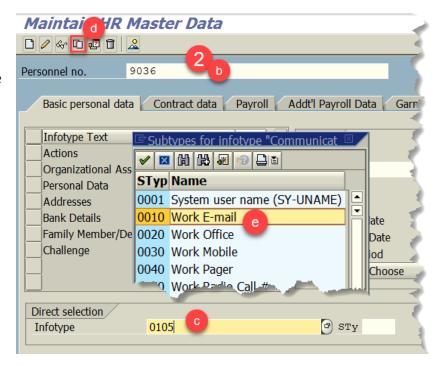
Using Google Chrome, go to the SCEIS website.

a) Click the **SCEIS Logins** tab.

b) Click the **ECC & BW DUO Login** link.

c) Enter your SCEIS user ID and password. Check the checkbox to accept Terms & Conditions. Click **Log On**.

d) On the next screen, authenticate your login with the method your agency has established.

e) Click **Production SAP Logon**.

2 View and update a user's email.

a) In the Command field, enter transaction code **PA30**.

b) In the Personnel No. field, enter the employee's **personnel number**. Click **Enter**.

c) In the Infotype field, type **0105**. Click **Enter**.

d) Click **Copy**.

e) Select the Subtype **0010 Work E-mail**.

TIP *On this screen, you can also maintain phone numbers and other contact information.*

f) Enter the appropriate **Start date**.

g) In the System ID field, enter the employee's **work email address**. Click **Enter**.

h) Click **Save**.

3 **Repeat Step 2 for additional users.**

TIP *For 50 or more updates, you may use the IT0105 Communication batch load template. See "Review All Employee Email Addresses in SCEIS."*

Find more tip sheets at MySCLearning Tools.