

# 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.*

**Maintain HR Master Data**

Personnel no. 9036

Basic personal data | Contract data | Payroll | Add'l Payroll Data | Garn

Infotype Text

Subtypes for infotype "Communicat"

SType	Name
0001	System user name (SY-UNAME)
0010	Work E-mail
0020	Work Office
0030	Work Mobile
0040	Work Pager
0050	Work Radio Call #

Direct selection

Infotype 0105 STy

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- f) Enter the appropriate **Start date**.
- g) In the System ID field, enter the employee's **work email address**. Click **Enter**.
- h) Click **Save**.

Copy Communication (0105)			
Name	Edith Lolita Penn		
EE group	1	CLASSIFIED FTE	Pers.area
EE subgroup	1C	FT-NE W/INS & LV	Status
Start	01/17/2022	0	12/31/9999
Communication			
Type	0010	Work E-mail	
System ID	EMPLOYEE.EMILY@SCDA.ORG		

## 3 Repeat Step 2 for additional users.



*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](#).