

**Subject:** New and Revised HR/Payroll and Materials Management uPerform Business Process Procedures Now Available

**Audience:** Agency Training Coordinators, HR Directors, Procurement Directors

The SCEIS Training Team is pleased to announce new and revised uPerform Business Process Procedures (BPPs) in the areas of Materials Management and HR/Payroll (Time Management and Organizational Management). Below, we have provided information on the topics of the new BPPs, navigation instructions and links to help users access them.

## **Materials Management**

New BPP instructions are now available for the following Materials Management procedure: Change the Price on a Contract Using the ME32K Transaction.

**Direct Link:** <https://uperform.sc.gov/gm/folder-1.11.20106?originalContext=1.11.11389>

### **Navigation Instructions from the SCEIS Homepage ([www.sceis.sc.gov](http://www.sceis.sc.gov)):**

1. Point your mouse to "Training" in the left-hand navigation bar, then select "SCEIS uPerform" from the menu that appears.
2. Once you reach the uPerform site, select "Materials Management (MM)" from the Areas list.
3. From the Materials Management (MM) page, select "Procurement."
4. When you reach the Procurement, select "Contracts."
5. When you reach the Contracts page, scroll down choose the BPP you need: "ME32K Change Contract (Change Price on a Contract)."

## **HR/Payroll**

### **Time Management**

New BPP instructions are now available for the following HR/Payroll Time Management procedure: View Quota Balances Using the PT\_QTA10 Transaction.

**Direct Link:** <https://uperform.sc.gov/ucontent/4163a5919e5540e9b551ccce59868bb9/index.pdf>

### **Navigation Instructions from the SCEIS Homepage ([www.sceis.sc.gov](http://www.sceis.sc.gov)):**

1. Point your mouse to "Training" in the left-hand navigation bar, then select "SCEIS uPerform" from the menu that appears.
2. Once you reach the uPerform site, select "Human Resources (HR) / Payroll (PY)" from the Areas list.
3. From the Human Resources (HR) / Payroll (PY) page, select "Time and Leave Management (TM)."
4. When you reach the Time and Leave Management (TM)page, select "Quick Reference Cards"
5. When you reach the Quick Reference Cards page, choose the QRC you need: "PT\_QTA10 Viewing Quota Balances\_QRC."

**Organizational Management**

The following BPP instructions in the area of HR/Payroll Organizational Management have been revised to include more explicit information about the specific agency task and specific Division of Human Resources (DHR) tasks when the dual or multiple temporary employment is across agencies:

- Central Dual Employment Across Agencies\_Hourly Rate
- Central Multiple Employment Across Agencies\_Hourly Rate
- Central Dual Employment Lump Sum Payment Across Agencies
- Central Multiple Employment Lump Sum Payment Across Agencies

The following BPP instructions in the area of HR/Payroll Organizational Management have been revised to include steps on how to review the status of infotypes prior to processing an action:

- PQ10 Correct-Submit an Organizational Unit Action
- PQ10 Create-Submit-Approve an Organizational Unit
- PQ10 Delimit-Submit-Approve an Organization Unit only for Non-Regulatory Agencies
- PQ10 Reject an Organizational Unit
- PQ10 Approve an Organizational Unit
- PQ13 FTE Funding Changes

**Direct link to the page housing all Organizational Management BPPs, including those listed above:** <https://uperform.sc.gov/gm/folder-1.11.8913>

**Navigation instructions to the page housing all Organizational Management BPPs, including those listed above, from the SCEIS Homepage ([www.sceis.sc.gov](http://www.sceis.sc.gov)):**

- Point your mouse to “Training” in the left-hand navigation bar, then select “SCEIS uPerform” from the menu that appears.
- Once you reach the uPerform site, select “Human Resources (HR) / Payroll (PY)” from the Areas list.
- From the Human Resources (HR) / Payroll (PY) page, select “Organizational Management (OM).”
- When you reach the Organizational Management (OM) page, choose the BPPs you need.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://sceis.sc.gov/requests/>.