

Subject: An Additional Section of the Popular SCEIS PY510 Workshop Offered Monday, October 31
Audience: Agency Training Coordinators, Finance Directors, HR Directors

The SCEIS Training Team is pleased to announce an additional section of the popular [PY510 SCEIS Finance Overview of Payroll Process Workshop](#) on Monday, October 31, from 9:00 a.m. to 3:30 p.m.

This new workshop is geared toward SCEIS users who work on payroll processing, and includes instruction geared toward both Finance and HR/Payroll SCEIS users. It provides unique insight into the integration of the SCEIS Finance and Human Resources modules to help all agency Finance and HR staff members better understand and manage the payroll process. Due to user feedback, the format of the workshop is now offered in an all-day format, rather than two separate sessions.

PY510 Workshop Details & Registration Information

Agency Training Coordinators: Please work with the Finance and HR/Payroll directors in your agency to ensure all appropriate staff members are encouraged to attend this important training.

The PY510 workshop includes a live demonstration, followed by a question and answer session. The SCEIS Team encourages those who will attend this workshop to **review the following materials** to ensure they are prepared. These items are available online at:

<http://www.sceis.sc.gov/page.aspx?id=212>:

- Presentation: SCEIS PY510 Finance Overview of Payroll Workshop (You may want to print this and bring a copy with you to the workshop.)
- Mini Guide: Wage Type Reporter (PC00_M99_CWTR)
- Mini Guide: Labor Distribution Report (ZHRLDISTR)

Important Note: The PY510 SCEIS Finance Overview of SCEIS Payroll workshop is delivered in a lecture-style format, and does not involve hands-on computer training.

Target Audience: Employees in any agency with Finance Director, HR Director and/or Payroll Administrator security roles are encouraged to attend this workshop.

PY510 – Section 4 Details

Course Date: Monday, October 31, 2011

Course Location:

Employment & Workforce Department - C. Lem Harper Building (Auditorium)
631 Hampton St., Columbia, SC

Driving Directions: <http://sceis.sc.gov/location.aspx?id=6>

Course Time: 9:00 a.m. to 3:30 p.m.

Registration Link: <https://www.surveymonkey.com/s/XG8VD7H>

If you have any questions about this message, please contact the SCEIS Training Team at Training@sceis.sc.gov.