

Subject: One Section of PA250 SCEIS Personnel Administration Training Course Offered October 16 and 17

Audience: HR Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer one section of the two-day class, PA250 SCEIS Personnel Administration. This course provides participants with the skills to display and maintain various employee personal information including personal data, address information, education, skills, additional personnel data, and certification and licensure. The course also provides users with a detailed view of the reporting functionality in the Personnel Administration module, as well as other skills as detailed below. *Note: users who are assigned only the workflow roles do not need to attend this course.*

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

PA250 – Course Information

Course ID/Title: PA250 – SCEIS Personnel Administration

Description: The purpose of this course is to provide participants with the skills to display and maintain various employee personal information including personal data, address information, education, skills, additional personnel data, and certification and licensure. This course will also provide participants with the skills to display and maintain various employee personal information including Organizational Assignment, Monitoring of Tasks, Secondary/Outside Employment, Cost Distribution, Objects on Loan, Date Types, I-9 Resident Status, Grievances, Communications and Notifications. The course is to provide users with a detailed view of the reporting functionality that is available in the Personnel Administration module of SAP. This course will review the various options found within the Information System menu. **Users who are assigned only the workflow roles do not need to attend this course.**

Target Audience: Employees in live agencies with the following roles: HR Master Data Maintainer, Employee Records Maintainer, Central HR Master Data Maintainer, HR Director, Display PA Master Data, Display EEO, Display EPMS, Display Grievances, Display Non-Sensitive Data, Display Salary/Pay Grade, Portal HR Administrator, Agency Employee Relations Maintainer, Grievance Status Administrator.

Pre-requisites: COR120 ECC Overview and Navigation, HR100 SCEIS HR/Payroll Enterprise Structure

Please note that users who are already on the Wait List for this course will receive priority for enrollment. Additional requests will be managed on a space-available, first-come basis.

PA250 – Section 03 – Fall 2013 Details

Course Date: Wednesday and Thursday, October 16 and October 17, 2013



Weekly Update

September 3, 2013

Course Location:

Wade Hampton Training Room (B01-B)
1200 Senate Street, Columbia, SC

Driving Directions: <http://www.sceis.sc.gov/location.aspx?id=2>

Course Time: 9:00 a.m. to 5:00 p.m. both days

Registration Link: <https://www.surveymonkey.com/s/C6CV93Q>

If you have any questions about this message, please email them to training@sceis.sc.gov.