

Subject: One Section of the TM300 SCEIS Leave Administration Training Course Offered on October 11, 2013

Audience: Agency Training Coordinators, HR Directors

The SCEIS Training Team is pleased to offer one section of the full-day TM300 SCEIS Leave Administration training course. This course familiarizes end users with management of leave administration in SCEIS.

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.**

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

TM300 – Course Information

Course ID/Title: TM300 – SCEIS Leave Administration

Description: This course provides Leave Administrators with the ability to perform leave administration in SCEIS. Participants will be able to understand work schedules, time evaluation, review of leave limits, review of holiday balances, generating absence quotas and general payroll data reporting. This course also provides the participants with the skills to check FMLA eligibility in the FMLA Workbench and to establish FMLA absence quotas in SCEIS.

Target Audience: Employees in live agencies with the following roles:
Time Administrator, HR Leave Administrator, HR Master Data Maintainer, Central HR Master Data Maintainer and HR FMLA Event Maintainer.

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.

TM300 – Section 02 – Fall 2013 Details

Course Date: Friday, October 11, 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.

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

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