

**Subject:** One Section of the Two-Day TM200 SCEIS Time Administration Training Course Offered on February 27 and 28, 2013  
**Audience:** Agency Training Coordinators, HR Directors

The SCEIS Training Team is pleased to offer one section of the two-day TM200 SCEIS Time Administration training course. This course is designed to familiarize users with recording, valuating and using working times to calculate gross wages and complete other tasks related to employee time administration.

Below, you will find details about the course, including the name, description, target audience, date, location and registration information. (Please note that some information, including the registration link, is listed on the second page of this Weekly Update item.) **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.**

#### **TM200 - Course Information**

**Course ID/Title:** TM200 – SCEIS Time Administration

**Description:** This course familiarizes end users with recording, valuating and using working times to calculate gross wages in payroll. Participants will gain an understanding of the importance of planned working times and work schedules. In addition, participants will learn how daily work schedules, FLSA work periods and other key factors impact timekeeping for employees. Participants will learn in more detail how absences are calculated and stored in SCEIS. Participants will be introduced to quotas, absence types, illness types and absence counting. This course provides participants with the ability to describe time roles and responsibilities, record, review, correct and approve time in the CATS Timesheet in SCEIS. Other administrative tasks participants will learn in this course include: the review of work schedules, premium pay eligibility calculations, time evaluation, and general reporting. The course also provides participants with the skills to display and maintain various employee personal time information including Planned Working Time, Time Recording Information, Time Quota Compensation, Absence Types, Attendances, Substitutions, Absence Quota, Time Transfer Specifications and Quota Corrections.

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



**TM200 - Section 01 - Winter 2013 Details**

**Course Date:** Wednesday and Thursday, February 27-28, 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/D5KF2NQ>

If you have any questions about this message, please email them to [training@sceis.sc.gov](mailto:training@sceis.sc.gov).