



Subject: TM200U - SCEIS Time Administration Online Course

Audience: Agency Training Coordinators, HR Directors, Time Administrators, Leave Administrators

REQUIRED PRE-REQUISITE for TM300/TM300U – Leave Administration:

TM200 is a pre-requisite to TM300. You must complete the online or instructor-led TM200 class to participate in TM300. TM200U is the online version of the instructor-led course, TM200 - SCEIS Time Administration. You **MUST** complete this pre-requisite prior to securing a seat in TM300/TM300U.

Below, you will find details about the online course including course navigation and suggestions for completing the course. Instructions on how to register and start the course in MySCLearning are also below.

TM200U SCEIS Time Administration Online Course

Description: TM200U familiarizes users with key concepts and terms of time administration in SCEIS along with work schedules, user roles and time evaluation. Users will learn how to enter and correct time in the CATS time sheet for single and multiple employees and how to record special working times, wage types and charge objects in the system. Additionally, users will learn when and how to apply work schedule substitutions and how substitutions affect pay and leave. The course also reviews SCEIS time, leave and wage type reports.

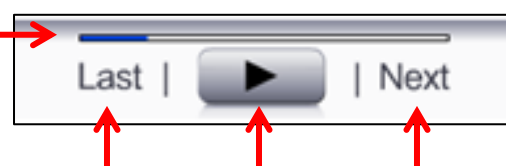
Course Lessons and Timing:

Lesson:	Length of Lesson in Minutes:
Lesson 1 - Time Administration Overview	(33:58)
Lesson 2 - SCEIS Time and Leave Entry	(39:35)
Lesson 3 - Substitutions	(15:10)
Lesson 4 - Time Reports	(19:40)
Total:	1 Hour, 49 Minutes (1:48:23)

Note: The times above are estimates. Participants are able to pause, fast forward and rewind the course. Depending on the participant, the lesson times may be shorter or longer than those listed above.

Course Navigation: Within the course, participants will be able to fast forward, rewind and pause by using the navigation tool at the bottom of the screen.

Drag the blue status bar to fast forward and rewind slide



Last Slide

Pause/Play Button

Next Slide



Suggestions for Completing the Course: To get the best out of the TM200U online course, the SCEIS Team has provided the following suggestions for completing the course:

- To absorb as much information as possible, watch the course in sections followed by a break. For example:
 - Watch Lesson 1
 - Break
 - Watch Lesson 2
 - Break
 - Watch Lessons 3 and 4
- Have paper available to take notes, or print the PowerPoint version of the course found in the “Course Documents” folder in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.
- If needed, the course script can be found in the “Course Documents” folder in MySCLearning.

Accessing the Course:

Participants may now access SCEIS online courses in MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCCentral tab.
3. Click the “MySCLearning” tile.
4. In the “Find Learning” tile, use the search box to type in the course ID and click “Go.”
5. Click “Start Course.”
6. Review the “Start Here” document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.

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