Subject: TM300U - SCEIS Leave Administration Online Course
Audience: Agency Training Coordinators, HR Directors, Time Administrators, Leave Administrators

TM300U is the online version of the instructor-led course, TM300 - SCEIS Leave Administration.

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.

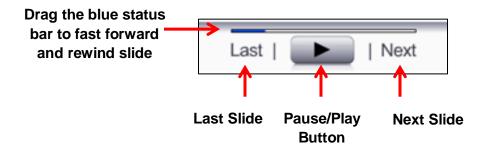**TM300U SCEIS Leave Administration Online Course**

Description: TM300U familiarizes users with work schedules, time evaluation, leave limits, 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.

Course Lessons and Timing:

Lesson:	Length of Lesson in Minutes:
Course Introduction	(1:40)
Lesson 1 - Leave Administration Overview	(15:15)
Lesson 2 - Work Schedules and Time Data	(7:25)
Lesson 3 - Quota Types	(31:20)
Lesson 4 - Manage Leave Limits	(7:40)
Lesson 5 - Quota Corrections and Adjustments	(7:00)
Lesson 6 - Quota Balances and Reporting	(16:35)
Lesson 7 - FMLA Process	(9:50)
Total:	**1 Hour, 37 Minutes (1:36:45)**

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 TM300U 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 Lessons 1 and 2
  - Break
  - Watch Lesson 3
  - Break
  - Watch Lessons 4 and 5
  - Break
  - Watch Lessons 6 and 7

- 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.