



Subject: Please Submit Work Schedule Rule Batch Load Templates for Updates to 50 or More Employees

Audience: HR Directors

The SCEIS HR/Payroll Team provides several data load templates that agencies can complete and submit to have a number of employee records updated at one time. We are pleased to offer this convenience to agencies, and will continue to make these templates available on the SCEIS website.

One of the popular load templates allows agencies to submit batches of employees whose Work Schedule Rules (WSR) need to be adjusted. **The SCEIS HR/Payroll Team asks that agencies prepare and submit the WSR, and other batch upload templates, only when they have a large number—50 or more—of employee records to update.** This will help ensure that batch load templates are used in a way that increases efficiency for both the agencies and the SCEIS Team.

All of the HR/Payroll batch upload templates are available in a single, central location on the SCEIS Website. These templates are housed under the “Data Load Templates” heading on the [HR & Payroll Publications & Tools page](#). To navigate to this page from the SCEIS homepage (www.sceis.sc.gov), just point your mouse to the “HR & Payroll” button in the left-hand navigation bar, then select “Publications & Tools” from the menu that appears.

Agencies should continue to submit completed data load templates to the SCEIS Help Desk (sceishelpdesk@sceis.sc.gov). Also, please remember that it is important not to send employees’ Social Security Numbers via email to the SCEIS Help Desk or Team members. This helps us to ensure that employee personal data remains secure.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.