

- Subject:** Register Now for Training on new RH039 Human Resources/Payroll Business Warehouse Reports
- Audience:** Agency Training Coordinators, HR Directors, HR Master Data Maintainers, Position Control Maintainers

Last week, the SCEIS Team [announced](#) five new Business Warehouse reports for Human Resources and Payroll users. In early March, we will conduct three conference call/Live Meeting training sessions on three of the new reports:

- RH039U - Position OM Indicators
- RH039V - Position Additional Attribute
- RH039W - Position Time Indicators

We encourage all SCEIS users with the HR Director, HR Master Data Maintainer and Position Control Maintainer roles to attend one of the three offerings of this important training. (Each session will last 90 minutes.):

- **Tuesday, March 6 at 10:00 a.m.**
- **Tuesday, March 6 at 2:00 p.m.**
- **Thursday, March, 8 at 2:00 p.m.**

Complete details about these sessions, including a link where users can register for any of the three sessions, are included below. **Please forward the details below to the appropriate employees in your agency, to ensure they have the opportunity to participate.** If you have any questions about this workshop, please contact the SCEIS Training Team at Training.SCEIS@sceis.sc.gov.

Thank you,
The SCEIS Team

March BW Workshop Details

Workshop Description: This workshop will provide detailed instruction on the importance of the three Business Warehouse reports RH039U, V & W, which are described below. Each 1.5 - hour workshop will include a live demo, followed by a question and answer session on BW reports covered during this workshop. The SCEIS Team will distribute a Mini Guide on the reports listed above in advance of the workshop so participants will have an opportunity to review detailed support information in preparation for it.

RH039U – POSITION OM INDICATORS (ZHR_ZPOS9000_Q039U)

Roles: Agency HR Director, HR Master Data Maintainer, Position Control Maintainer

Description: Provides organizational management indicator information based on position.

Items on the report include Valid From and To Dates, Employee Name and Number, Job Class Code and Title, Grievance Status, CDL Class Type, and Essential Hazardous Weather,

Essential Emergency, Commercial Drivers License, State Vehicle Driver, Public Contact, Central Office, Blood Borne Pathogen and Faculty Indicators.

RH039V – POSITION ADDITIONAL ATTRIBUTE (ZHR_ZPOS9001_Q039V)

Roles: Agency HR Director, HR Master Data Maintainer, Position Control Maintainer

Description: Provides the following additional position information that is stored on InfoType 9001: Employee Group, Retirement Plan, Contract Status, HRIS Position Type and Number; County Code, Workers Compensation Class Code, Federal Job Category, SHAC Job Category, Job Group, Census Code and Work Unit.

RH039W – POSITION TIME INDICATORS (ZHR_ZPOS9005_Q039W)

Roles: Agency HR Director, HR Master Data Maintainer, Position Control Maintainer

Description: Provides position work time information. Items on the report include Valid From and To Dates; Employee Name and Number; Job Class Code and Title; Employee Group; Weekday Evening, Weekday Night, Weekend Day, Weekend Evening and Weekend Night Shift Rate Override Indicators; Weekday Evening, Night, Rotating and Split Shift Rates; Weekend Day, Evening, Night, Rotating and Split Shift Rates; On Call Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday Rates; and Market Geographic Rate.

Target Audience: SCEIS users with the HR Director, HR Master Data Maintainer and/or Position Control Maintainer security roles.

Workshop Registration: There are three presentations of the Business Warehouse (BW) Reporting Workshop available:

- **Tuesday, March 6 at 10:00 a.m. to 11:30 a.m.**
- **Tuesday, March 6 at 2:00 p.m. to 3:30 p.m.**
- **Thursday, March 8 at 2:00 p.m. to 3:30 p.m.**

To register for any one of these sessions, click the following link:

<https://www.surveymonkey.com/s/W8MNRGC>.

Live Meeting and Call-in Details for All Workshop Sections

Live Meeting: The SCEIS Team will send you a link to the Live Meeting portion and the conference call phone number of the workshop you are registered to attend approximately 1 day before it is to be held—either Mon., March 5 or Wed., March 7.

To ensure you and your employees have quick and easy access to Live Meeting, please download the program to your computer as early as possible in advance of the workshop, preferably sometime today. The Live Meeting 2007 client download is available here:

<http://office.microsoft.com/en-us/downloads/CD010254990.aspx>.

Call-in: The SCEIS Team will distribute call-in details along with registration confirmations for this series of workshops. You will receive the appropriate call-in information as a part of the confirmation notice sent to you after you have registered for a session.