



**Subject:** Reminder: Register Today for the PA250 SCEIS Personnel Administration Training Course Offered on January 29-30  
**Audience:** Agency Training Coordinators, AST Leads, HR Directors

The SCEIS Team would like to remind HR/Payroll users who are interested in learning SCEIS Personnel Administration to register for the two-day PA250 SCEIS Personnel Administration training course to be held on January 29-30.

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

**PA250 - Course Information**

**Course ID/Title:** PA250 - SCEIS Personnel Administration

**Description:** This course provides participants with the skills to display and maintain various employee information, including personal data, tax information, education, pay, I-9, benefits, certification and licensure, etc. In addition, the course includes how to perform some personnel actions such as: hiring, separations, dual employment, reassignment, transfer between agencies, reallocation/reclassification, leave of absence with and without pay, suspensions and the EPMS process.

The course also provides a high-level view of the reporting functionality that is available in the Personnel Administration module of SCEIS. This course will review the various options found within the Information System menu.

**Target Audience:** Users with the following roles: HR Master Data Maintainer, Employee Records Maintainer, Central HR Master Data Maintainer, HR Director, Display PA Master Data, Display EEO, Display EPMS, Display Grievances, Display Non-Sensitive Data, Display Salary/Pay Grade, Portal HR Administrator, Agency Employee Relations Maintainer, Grievance Status Administrator. Please note, users who are assigned only the workflow roles do not need to attend this course.

**Pre-requisite:** HR100 SCEIS HR/Payroll Enterprise Structure

**PA250 - Section 01 - Winter 2014**

**Course Dates:** Wednesday and Thursday, January 29-30, 2014

**Course Time:** 9:00 a.m. to 5:00 p.m.

**Course Location:**

Room 202, SCEIS Office  
1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/C6CV93Q>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

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