

**Subject:** New Section of Business Objects Training Targeting HR/Payroll Users  
Added in June 2012

**Audience:** Agency Training Coordinators, AST Leads, HR Directors

The SCEIS Training Team is pleased to announce an additional section of BOBJ200, the SCEIS Business Objects Training Course, in June 2012. This session targets SCEIS HR/Payroll users, and will use examples and illustrations selected for their relevance to HR/Payroll functions.

Please note that **this course is not designed to be a refresher course for individuals who have completed training**. Rather, it is primarily designed to target those employees who have not yet received training in Business Objects.

Below you will find details about the course, including the name, description, target audience, date, location and a link where potential students can request registration. **Please share this message with appropriate staff members in your agency to ensure they have an opportunity to take this important training.**

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

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### **BOBJ200: Course Information**

**Course ID/Title:** BOBJ200 – Introductory SCEIS Business Objects Training

**Description:** This 6-hour introductory-level course covers how to use the software known as Business Objects (BO) to empower agencies with the ability to create their own ad-hoc reports against SCEIS data. Topics covered in this course includes navigation, editing reports, managing documents, creating web intelligence documents, running queries, filtering reports, using calculations, formulas and variables, using tables and using the charts feature in business objects. This is a hands-on instructor-led training class.

### **Target Audience:**

This course is intended for designated agency HR/Payroll employees who will be creating their own agency ad-hoc reports in Business Objects.

### **Course Prerequisites:**

Users must have existing access to the Business Warehouse portion of SCEIS, and knowledge of BEx Analyzer reports in their functional area (HR/Payroll). Users must also have security access to Business Objects before the day of training. If you are unsure whether you meet these prerequisites, please contact the SCEIS Training Team for help at [training@sceis.sc.gov](mailto:training@sceis.sc.gov).

### **HR/Payroll-Focused Session**

**BOBJ200 - Section 018: Human Resources/Payroll**

**Course Date:** Thursday, June 14, 2012

**Course Location:**

SCEIS Office, Room 202-A/B, Browning Road

**Driving directions:** Are available at: <http://www.sceis.sc.gov/location.aspx?id=1>

**Course Time:** 9:00 a.m. to 4:00 p.m.

**To request registration, complete the form at the following link:**

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

***Please note that employees who have completed this training previously, and are seeking a “refresher” course will be given lower priority for admission into this section than employees who have not taken this course before.***