

Subject: SCEIS HR/Payroll Training Courses OM200 and PA250 Offered in July
Audience: Agency Training Coordinators, HR Directors

The SCEIS Training Team is pleased to offer the following HR/Payroll training courses in July:

- **OM200 – SCEIS Organizational Management Infotypes for Org. Units, Jobs and Positions** (a two-day course)
 - Tuesday and Wednesday, July 17, 2012 & July 18, 2012 (2-day class)

- **PA250 – SCEIS Personnel Administration Course**
 - Wednesday, July 25, 2012

Complete details and registration information for each of these classes is included on the following pages of this update message. If you have any questions about the below SCEIS Training information, please email them to training@sceis.sc.gov.

OM200 – Tuesday and Wednesday, July 17 and 18 (2-day Class)

Course ID/Title: OM200 - SCEIS Organizational Management Infotypes for Org Units, Jobs and Positions

Description: The purpose of this course is to provide Agency HR users with detailed information needed to understand the Organization Management (OM) structure and all associated objects including Organizational Units, Positions, and Jobs. This course will describe the importance of the relationships between the OM objects and the system inheritance that accrues through the relationships. This course will also outline the required steps needed to display and maintain selected OM objects as well as associated infotypes, for example: Planned Compensation, Account Assignment Features, Position FTE, Cost Distribution, Workers' Compensation, Position Vacancy Status, OM Position Indicators, Additional Attribute and Time Indicators. This course will also cover the creation of selected Organizational Units as well as Organizational Unit transfers within the same agency. In addition, this course will incorporate a discussion regarding the impact of delegation for Position maintenance.

Target Audience: Employees in any live agency with the following roles: Organizational Management - Agency Funding Approver (ECC), Organizational Management - Agency Org Chart Maintainer (ECC), Organizational Management - Agency Position Control Approver (Workflow) and Organizational Management - Agency Position Control Maintainer (ECC), particularly employees with these HR/PY security roles ***who have not received training***.

Course Prerequisites:

- COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation
- HR100 SCEIS HR/Payroll Enterprise Structure
- OM100 SCEIS Organizational Management (OM) Overview

OM200 - Section 002-Summer 2012 Details (2-Day Course)

Course Date: Tuesday, July 17, 2012 and Wednesday, July 18, 2012

Course Location:

Wade Hampton Training Room (B01-B)

1200 Senate Street, Columbia, SC

Driving Directions: <http://sceis.sc.gov/location.aspx?id=2>.

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

Registration Link: <https://www.surveymonkey.com/s/DB2GL86>

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.

PA250 – Wednesday, July 25

Course ID/Title: PA250 - SCEIS Personnel Administration Course

Description: The purpose of this course is to provide participants with the skills to display and maintain various employee personal information including: personal data, address information, education, skills, additional personnel data, certification and licensure, Organizational Assignment, Monitoring of Tasks, Secondary/Outside Employment, Cost Distribution, Objects on Loan, Date Types, I-9 Resident Status, Grievances, Communications, Notifications, Basic Pay, Bank Details, Recurring Payment/Deductions, Additional Payments, General Benefits Information, W-4 Information, and Adjustment Reasons. This course will also cover information on how to hire employees from non-live (SCEIS) agencies, execute transfers between agencies, understand and execute the dual employment process, the reallocation process, execute both leave of absence with pay and leave of absence without pay, facilitate the EPMS process and process reclassifications.

The course also provides users with 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. Participants who are assigned only the workflow roles do not need to attend this course.

Target Audience: Employees in any live agency with the following roles: Payroll Administration - Agency Payroll, Personnel Administration - Agency Employee, Personnel Administration - Agency Employee, Relations Maintainer (Workflow), Personnel Administration – Compensation Maintainer (Workflow), Personnel Administration – Compensation Maintainer (ECC), Personnel Administration - Employee Records Maintainer, Personnel Administration - Grievance Status Administration, Personnel Administration - HR Director (Workflow and ECC), Personnel Administration - HR Master Data Maintainer, Portal - HR Administrator, particularly employees with these HR/PY security roles ***who have not received training.***



Course Prerequisites:

- COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation
- HR100 SCEIS HR/Payroll Enterprise Structure

PA250 - Section 002-Summer 2012 Details

Course Date: Wednesday, July 25, 2012

Course Location:

Wade Hampton Training Room (B01-B)

1200 Senate Street, Columbia, SC

Driving Directions: <http://sceis.sc.gov/location.aspx?id=2>.

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

Registration Link: <https://www.surveymonkey.com/s/D63W8HD>

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.

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/>.