Subject: SCEIS announces the spring 2024 training schedule
Audience: SCEIS Users

The SCEIS team is pleased to announce spring 2024 training opportunities. Below is a list of dates and times for each available class.

Please note classes are held in person at 1628 Browning Road, Columbia, SC 29210.

January 2024
Thursday, Jan. 18
9 a.m.-5 p.m.

OM200 Organizational Management

February 2024
Thursday, Feb. 8
9 a.m.-5 p.m.

FM300 Funds Management

Wednesday-Thursday,
Feb. 14-15
9 a.m.-5 p.m. each day

PR217 Creating and Managing Purchase Orders

Thursday, Feb. 22
9 a.m.-5 p.m.

AR300 Accounts Receivable Invoice Processing

Wednesday-Thursday,
Feb. 28-29
9 a.m.-5 p.m. each day

AP300 Accounts Payable Invoice Processing

March 2024
Wednesday, March 6
9 a.m.-noon

REP210 Reporting with BEx for Finance and Materials Management Users

Wednesday, March 13
9 a.m.-5 p.m.

TM400 Advanced Time and Leave Administration

March 2024 *(cont.)*

Tuesday, March 19
9 a.m.-noon

REP210 Reporting with BEx for HR/Payroll Users

Wednesday, March 20
9 a.m.-5 p.m.

PY200 Payroll Administration

Monday, March 25
9 a.m.-5 p.m.

SPC200 SCEIS Shopping Cart Workshop

Thursday-Friday,
March 28-29
9 a.m.-5 p.m. each day

PA250 Personnel Administration

April 2024

Tuesday-Wednesday,
April 9-10
9 a.m.-5 p.m. each day

PR217 Creating and Managing Purchase Orders

Thursday, April 11
9 a.m.-5 p.m.

AM325 Asset Management

Tuesday-Wednesday,
April 16-17
9 a.m.-5 p.m. April 16
9 a.m.-noon April 17

TM200 Time Administration

Thursday, April 18
9 a.m.-noon

ACA100 Affordable Care Act Reporting

Wednesday, April 24
9 a.m.-5 p.m.

GM300 Grants Management

Tuesday, April 30
9 a.m.-5 p.m.

TM300 Leave Administration

May 2024

Tuesday-Wednesday, May 7-8 9 a.m.-5 p.m. each day — **PR260 Strategic Purchasing and Contract Management**

Wednesday, May 22 9 a.m.-5 p.m. — **SPC200 SCEIS Shopping Cart Workshop**

June 2024

Tuesday, June 4 9 a.m.-5 p.m. — **OM200 Organizational Management**

Wednesday-Thursday, June 12-13 9 a.m.-5 p.m. each day — **PA250 Personnel Administration**

Registration Instructions

In Chrome, use your SCEIS user ID and password to log in to SCEIS Central (https://sceiscentrallogin.sc.gov).

1. Click the "My Talent" tile.
2. Click the "View My Learning" tile.
3. In the "Find Learning" tile, use the search box to type in the course ID (for example, PR217) and click "Search."
4. Find the course title and click "See Classes."
5. Scroll down and click the "Classes" tab to view the class date.
6. Find the class date and click "Register Now."
7. At the Class box, click "Register."
8. Receive email confirmation, view details and instructions.

Learn More at sceis.sc.gov

MySCLearning Tools

If you do not receive a confirmation email, please contact the SCEIS Help Desk.

Attendance Policy

- You must attend the entire class. Class dates and times are communicated.
- Completion of the assessment and evaluation is required.
- Unable to attend? Withdraw as soon as possible. Others may be on a waiting list.
- If you miss any portion of your class, we will contact your supervisor to stress the importance of attendance and why you will not earn credit.
- Allowances will be made for unforeseeable circumstances, such as illness, emergencies, traffic delays, etc.

Effective January 2023, the AM300 Asset Masters and Asset Reporting and AM315 Advanced Asset Management courses were combined to make one course, AM325 Asset Management.

If you have any questions about this SCEIS Training information, please email training.sceis@admin.sc.gov.