

**Subject:** SCEIS announces the spring 2025 training schedule

**Audience:** SCEIS users

The South Carolina Department of Administration (Admin) is pleased to announce spring 2025 SCEIS training opportunities. Below is a list of dates and times for each available class.

Unless noted, classes are held in person at 1628 Browning Road, Columbia, SC 29210.

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### January 2025

Tuesday, Jan. 28  
9 a.m.-5 p.m.

**ACA100 Affordable Care Act Reporting**

Wednesday, Jan. 29  
9 a.m.-5 p.m.

**OM200 Organizational Management**

Thursday, Jan. 30  
9 a.m.-5 p.m.

**SPC200 Shopping Cart Workshop**

### February 2025

Thursday, Feb. 6  
9 a.m.-5 p.m.

**FM300 Funds Management**

Tuesday, Feb. 11  
9 a.m.-5 p.m.

**GL300 General Ledger Accounting**

Wednesday-Thursday  
Feb. 12-13  
9 a.m.-5 p.m. each day

**PA250 Personnel Administration**

Tuesday, Feb. 25  
9 a.m.-5 p.m.

**AR300 Accounts Receivable Invoice Processing**

Thursday, Feb. 27  
9 a.m.-5 p.m.

**TM400 Advanced Time and Leave Administration**

### March 2025

Tuesday, March 4

**PY200 Payroll Administration**

9 a.m.-5 p.m.

Wednesday-Thursday  
March 12-13  
Day 1: 9 a.m.-5 p.m.  
Day 2: 9 a.m.-noon

**TM200 Time Administration**

Tuesday-Wednesday  
March 18-19  
9 a.m.-5 p.m. each day

**AP300 Accounts Payable Invoice Processing**

**April 2025**

Tuesday, April 1  
9 a.m.-5 p.m.

**TM300 Leave Administration**

Tuesday-Wednesday  
April 8-9  
9 a.m.-5 p.m. each day

**PS300 Project Systems**

Wednesday, April 23  
9 a.m.-5 p.m.

**AM325 Asset Management**

Tuesday-Wednesday  
April 29-30  
9 a.m.-5 p.m. each day

**AP300 Accounts Payable Invoice Processing**

**May 2025**

Thursday, May 15  
9 a.m.-5 p.m.\*

\*Extended class time

**REP210 Reporting with BEx for Human Resources and Payroll Users**

Thursday, May 22  
9 a.m.-5 p.m.\*

\*Extended class time

**REP210 Reporting with BEx for Finance and Materials Management Users**

**June 2025**

Wednesday, June 4  
9-11 a.m.

**CO500 SCEIS Year-end Update Q&A**

## Registration Instructions

In Chrome, use your SCEIS user ID and password to log in to SCEIS Central ([sceiscentrallogin.sc.gov](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, TM200) 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. In the Class box, click **Register**.
8. Receive email confirmation, view details and instructions.

Learn More  
at [sceis.sc.gov](https://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.

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