

## TM101V SCEIS Fundamentals of Time Administration

### Description

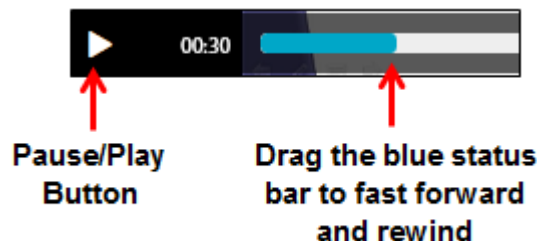
This online course covers SCEIS system integration, the time entry to payroll process, and how to access infotypes. Users will learn the importance of the work schedule rule, time management status, and working week found in Infotype 0007, Planned Working Time. This online course contains five modules and is a prerequisite for the TM200 SCEIS Time Administration instructor-led course.

### Course Modules and Timing

Module	Minutes Per Module
Module 1 - Fundamentals of Time Administration	5:40
Module 2 - Time Entry to Payroll Process	4:26
Module 3 - Time Administration Transaction Codes	7:25
Module 4 - Infotype 0007 Planned Working Time	8:42
Module 5 - Time Management Status	3:27
<b>Total</b>	<b>29:40</b>

### Course Navigation

The times above are estimates. Within the course, participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen. Depending on the participant, the module times may be shorter or longer than those listed above.



## Tips for Completing the Course

To get the most out of the TM101V online course:

- Take notes or print the course Reference Guide found in the “Course Documents” folder in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.
- If needed, print the course script from the “Course Documents” folder in MySCLearning.

### Accessing the Course:

1. In Chrome, use your SCEIS user ID and password to log in to SCEIS Central (<https://sceiscentrallogin.sc.gov>).
2. Click the “My Talent” tile.
3. Click the “MySCLearning” tile.
4. In the “Find Learning” tile, use the search box to type in the course ID (TM101V) and click “Go.”
5. Click “Start Course.”
6. Review the “Start Here” document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.

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

MySCLearning Tools

