

Subject: A New TM200V SCEIS Time Administration Online Course is Now Available in MySCLearning

Audience: Time Administrators, HR Leave Administrators, HR Master Data Maintainers

The new TM200V SCEIS Time Administration online course is now available in MySCLearning.

In TM200V, users learn how to:

- Enter and correct time and leave in the Cross Application Timesheet (CATS or CAT2).
- Enter working time with charge objects in CAT2.
- Enter special working time in CAT2.
- Analyze time reports such as Missing Time Report, CATS_DA Display Working Times, Time Evaluation Messages Display, Time Collision Report, PT_QTA10 Display Absence Quota Information, PT_BAL00 Time Balances/Wage Types.
- Create, edit and delete substitutions.
- Know when substitutions are necessary and how they affect pay.

For more information on the TM200V online course, see the [TM200V Course Information document](#).

TM200V is the online version of the instructor led TM200 Time Administration course. If you complete TM200V, you will get credit for TM200.

If you have any questions about this message, please email the SCEIS Training Team (training.sceis@admin.sc.gov).