TM200 Time Administration

Description

This instructor-led course covers the following topics:

- The importance of work schedule rules, FLSA work periods and Time Management Statuses
- Entering and correcting time and leave in the Cross Application Timesheet (CATS) to include special working times
- Creating substitutions and how they affect pay
- 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

Target Audience

Users with the following roles: Time Administrator, HR Leave Administrator, HR Master Data Maintainer

Prerequisites

The following *must* be completed before you can register for the classroom training. Completion of prerequisites ensures that participants have the necessary knowledge for class. Material covered in prerequisite courses will not be re-taught in classroom training.

- TM101V Introduction to SCEIS Human Resources and Payroll Online Course. Click here for more information on TM101V.

Course Information

Registration Instructions

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 **View My Learning** tile.
4. In the **Find Learning** tile, use the search box to type in the course ID and click **Search**.
5. Find the course title and click **See Classes**.
6. Scroll down to the **Classes** tab to view class dates.
7. Find the class date you prefer and click **Register Now**. If you do not see **Register Now**, you have not completed the prerequisite.
8. On the Class Details screen, click **Register**.
9. On the Registered pop-up window, click **OK** to close the window.
10. Receive email confirmation with details and instructions.

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

Learn More at sceis.sc.gov

MySCLearning Tools

Rev. 2024-01-04