

Subject: TM200 and TM300 Time and Leave Management Training Courses
Offered in June

Audience: Agency Training Coordinators, HR Directors

The SCEIS Training Team is pleased to offer the HR/PY – Time and Leave Management training courses in June: TM200 (Wednesday, June 6) and TM300 (Wednesday, June 13). These courses target those agencies that have employees with Time and Leave Management security roles who have not yet received training in that area.

If you have any questions about the below SCEIS Training information, please email them to training@sceis.sc.gov.

TM200 - Course Information

Course ID/Title: TM200 - SCEIS Time Management

Description: Participants will become more acquainted with recording, valuating, and using working times to calculate gross wages in payroll. Participants will gain an understanding of the importance of planned working times and work schedules. In addition, participants will learn how daily work schedules, pay periods and other key factors impact time keeping for employees. Participants will learn in more detail how absences are calculated and stored in SCEIS. Participants will be introduced to Quotas, absence types, illness types and absence counting. This course provides participants with the ability to describe time roles and responsibilities, record, review, correct, and approve time in the CATS Timesheet in SCEIS. Other administrative tasks participants will learn in this course include: the review of work schedules, premium pay eligibility calculations, time evaluation, and general reporting. The course also provides participants with the skills to display and maintain various employee personal time information including: Planned Working Time, Time Recording Information, Time Quota Compensation, Absence Types, Attendances, Substitutions, Absence Quota, Time Transfer Specifications, and Quota Corrections

Target Audience: Employees in any live agency with the following roles: Time Management - HR Leave Administration, Time Management - Time Administrator, Personnel Administration - HR Director (Workflow and ECC) and Personnel Administration - HR Master Data Maintainer, particularly employees ***who have not received training***.

Course Prerequisites:

- COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation
- HR100 SCEIS HR/Payroll Enterprise Structure
- TM100 SCEIS Time and Leave Management Overview

TM200 - Section 002-Spring 2012 Details

Course Date: Wednesday, June 6, 2012

Course Location:

Wade Hampton Training Room (B01-B)
1200 Senate Street, Columbia, SC

Driving Directions: <http://www.sceis.sc.gov/location.aspx?id=2>.

Course Time: 9:00 a.m. to 5:00 p.m.

Registration Link: <https://www.surveymonkey.com/s/D5KF2NQ>

TM300 - Course Information

Course ID/Title: TM300 - SCEIS Leave Management

Description: This course provides Leave Administrators with the ability to perform leave administration in SCEIS. Participants will be able to understand work schedules, time evaluation, review of leave limits, review of holiday balances, generating absence quotas, and general payroll data reporting. This course also provides the participants with the skill to check FMLA eligibility in the FMLA Workbench and to establish FMLA absence quotas in SCEIS.

Target Audience: Employees in any live agency with the following roles: Time Management - HR FMLA Event Maintainer, Time Management - HR Leave Administration, and Personnel Administration - HR Master Data Maintainer, particularly employees ***who have not received training***.

Course Prerequisites:

- COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation
- HR100 SCEIS HR/Payroll Enterprise Structure
- TM100 SCEIS Time and Leave Management Overview

TM300 - Section 001-Spring 2012 Details

Course Date: Wednesday, June 13, 2012

Course Location:

Wade Hampton Training Room (B01-B)
1200 Senate Street, Columbia, SC

Driving Directions: <http://www.sceis.sc.gov/location.aspx?id=2>

Course Time: 9:00 a.m. to 5:00 p.m.

Registration Link: <https://www.surveymonkey.com/s/JMxBQJX>

Please note that employees who have completed this training previously, and are seeking a “refresher” course will be given lower priority for admission into this section than employees who have not taken this course before.