

## TM300U SCEIS Leave Administration

### Description

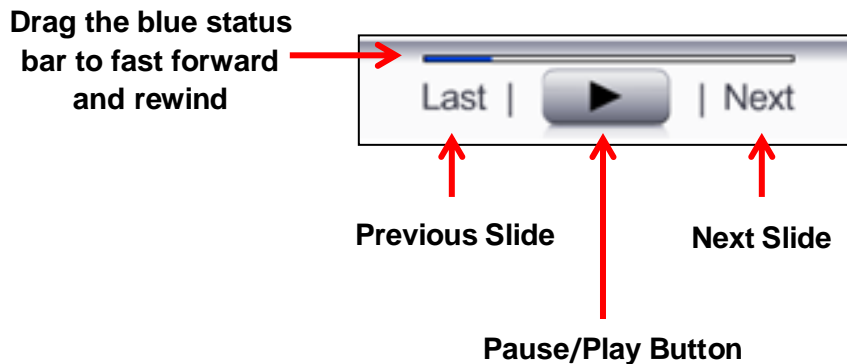
This online course familiarizes users with work schedules, time evaluation, leave limits, holiday balances, generating absence quotas, and general payroll data reporting. This course also provides the participants with the skills to check FMLA eligibility in the FMLA Workbench and to establish FMLA absence quotas in SCEIS.

### Course Lessons and Timing

<b>Lesson</b>	<b>Minutes Per Lesson</b>
Course Introduction	1:40
Lesson 1 – Leave Administration Overview	15:15
Lesson 2 – Work Schedules and Time Data	7:25
Lesson 3 – Quota Types	31:20
Lesson 4 – Manage Leave Limits	7:40
Lesson 5 – Quota Corrections and Adjustments	7:00
Lesson 6 – Quota Balances and Reporting	16:35
Lesson 7 – FMLA Process	9:50
<b>Total</b>	<b>1:36:45</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 lesson times may be shorter or longer than those listed above.



## Tips for Completing the Course

To get the most out of the TM300U online course:

- Take breaks after watching one or two sections of the course to retain as much information as possible.
- Take notes or print the PowerPoint version of the course 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 Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCCentral tab.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (TM300U) 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

