

TM300 Leave Administration

Description

This instructor-led course covers changing a work schedule rule, quota (leave) types, managing leave limits, quota corrections and adjustments, creating an FMLA event, and processing FMLA absences and leave reports, such as PT50 Quota Overview, Unapproved Leave Report, Leave Accrual Report, Time Transfer Specifications (IT2012) Report, Leave Pool Transaction Report, and FMLA Workbench Report.

Target Audience

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

Prerequisites

The following *must* be completed prior to attending 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.

- TM200 Time Administration (instructor-led course) **OR**
- TM200U Time Administration (online course - click [here](#) for more information on TM200U).

Registration Instructions

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 (TM300) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view class dates.
7. Find the class date you prefer, and click "Register Now."
8. At the Scheduled Offering box, click "Confirm."
9. Receive email confirmation; view details and instructions.

Learn More
at sceis.sc.gov

MySCLearning Tools



If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).