

TM400 Advanced Time and Leave Administration

Description

This instructor-led course is designed for advanced Time and Leave Administrators and covers how to resolve MySCEmployee and Time Evaluation error messages and to clear some time collisions without submitting a SCEIS Help Desk ticket. Participants will gain an understanding of substitutions and how they affect pay and learn how to research and correct leave-related payroll errors. Participants will use the report PT_BAL00 Time Balances/Wage Types to validate compensated absences, find year-end quota balances that could be compensated, and find employees who have earned comp time over the limit; taken comp time; earned overtime pay or shift premium pay. Participants will use the report PT_QTA10 to find forfeited leave at year-end.

Target Audience

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

Prerequisites

The following, including validation from the SCEIS Team, *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.

- Validation from the SCEIS Team
- TM200 Time Administration (instructor-led course) **OR** TM200U Time Administration (online course – click [here](#) for more information on TM200U).
- TM300 Leave Administration (instructor-led course) **OR** TM300U Leave Administration (online course – click [here](#) for more information on TM300U).
- 1 year of SCEIS Time and/or Leave Administration experience

Registration Instructions:

Enrollment in TM400 Advanced Time and Leave Administration requires completion of TM200 and TM300, as well as a year's service in specific system roles and validation by the SCEIS Team.

The deadline to *request enrollment* for a TM400 class is 3 business days prior to the class.

To request enrollment:

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 (TM400) 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 Approval Steps screen, answer the five questions about your use of advanced Time and Leave activities.
9. Click "Confirm" to send your request for approval.
10. Within a few minutes you will get an email confirming your request for enrollment. Within two days, you will be notified by email either that you are enrolled, or that your request is denied, including a reason for the denial.

**Learn More
at sceis.sc.gov**

MySCLearning Tools



If you do not receive any email notifications from MySCLearning, please contact the [SCEIS Help Desk](#).