



Subject: Temporary, Temporary Grant and Time-Limited Salary Adjustments Template
Now Available

Audience: HR Directors, Finance Directors

The SCEIS HR/Payroll Team is pleased to announce a new Data Load Template for agencies that are providing increases for Temporary, Temporary Grant and Time-Limited employees. The template simplifies loading the information into SCEIS as it allows agencies to submit information on one form for all the employees for whom they would like to apply increases.

The new Data Load template is posted on the SCEIS website's Weekly Update page in conjunction with this message, and available on the HR/Payroll > Tools and Publications page, located at the following link: <http://www.sceis.sc.gov/page.aspx?id=121>. When completing the template, please specify the date on which you would like to make these increases available.

If you choose to manually key increases for the above employee groups, please **do not use reason code "01 – General Increase."** Instead, use the following reason codes:

- 32 – Increase – Temporary
- 33 – Increase – Temporary Grant
- 34 – Increase – Time-Limited

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.