

Subject: Time and Leave Data Load Templates and SCEIS Work Schedule Rule List Have Been Updated

Audience: HR Directors

The SCEIS Team is pleased to announce the SCEIS Work Schedule Rule List and the following Data Load Templates for Time and Leave Management have been updated on the SCEIS website:

- Hazardous Weather Comp Time Load Template
- Hazardous Weather Emerg CATS Load Template
- Holiday Comp Time Validity Extension Load Template
- IT0007 Work Schedule Rules Batch Load Template

To access the Data Load Templates, from the SCEIS homepage (www.sceis.sc.gov), point your mouse to “HR & Payroll” on the left navigation bar, then select “Publications & Tools” from the menu that appears. The direct link is <http://sceis.sc.gov/page.aspx?id=121>.

Please make sure to use the updated templates for batch uploads going forward. If an older version of the templates is submitted to the SCEIS Team, you will receive a message requesting you to resubmit the information using the new version found on the SCEIS website.

To ensure your data is processed correctly, please remember these important reminders:

- **Batch uploads will only be completed for files that contain 50 or more lines of information.**
- **The formatting and columns within the templates must not be altered.**
- **Review ALL information in the template carefully for accuracy prior to submitting the template (personnel numbers, dates, etc.)**

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/>.