

**Subject:** Two Sections of the OM200 Organizational Management Training Course Offered on March 13 and 14

**Audience:** HR Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer a two sessions of the full-day class, OM200 SCEIS Organizational Management. This course is intended to provide HR users with detailed information needed to understand the Organizational Management (OM) structure, as shown below.

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

### **OM200 - Course Information**

**Course ID/Title:** OM200 – SCEIS Organizational Management Create/Maintain Org Units, Jobs and Positions

**Description:** The purpose of this course is to provide Agency HR users with detailed information needed to understand the Organizational Management (OM) structure and all associated objects including Organizational Units, Positions, and Jobs. This course will describe the importance of the relationships between OM objects and the system inheritance that accrues through the relationships. This course will also outline the required steps needed to display and maintain selected OM objects as well as associated Infotypes. For example: Planned Compensation, Account Assignment Features, Position FTE, Cost Distribution, Workers' Compensation, Position Vacancy Status, OM Position Indicators, Additional Attribute and Time Indicators. This course will also cover the creation of selected Organizational Units as well as Organizational Unit transfers within the same agency. In addition, this course will incorporate a discussion regarding the impact of delegation for Job/Position maintenance. Users who are assigned only the workflow roles do not need to attend this course.

**Target Audience:** Employees in live agencies with the following roles: Job Maintainer, Display Organization Management, Agency Position Control Maintainer, Agency Position Control Approver, Agency Org Chart Maintainer, Central Position Control Maintainer, Central Org Chart Maintainer and Agency Funding Approver.

**Pre-requisites:** COR120 ECC Overview and Navigation, HR100 SCEIS HR/Payroll Enterprise Structure, OM100 SCEIS Organizational Management (OM) Overview

***Please note that users who are already on the Wait List for this course will receive priority for enrollment. Additional requests will be managed on a space-available, first-come basis.***

### **OM200 - Section 01 - Winter 2013 Details**

**Course Date:** Wednesday, March 13, 2013



**Course Location:**

Wade Hampton Training Room (B01-B)  
1200 Senate Street, Columbia, SC

**Driving Directions:** <http://www.sceis.sc.gov/location.aspx?id=2>

**Course Time:** 9:00 a.m. to 5:00 p.m.

**Registration Link:** <https://www.surveymonkey.com/s/CBRFDXR>

**OM200 - Section 02 - Winter 2013 Details**

**Course Date:** Thursday, March 14, 2013

**Course Location:**

Wade Hampton Training Room (B01-B)  
1200 Senate Street, Columbia, SC

**Driving Directions:** <http://www.sceis.sc.gov/location.aspx?id=2>

**Course Time:** 9:00 a.m. to 5:00 p.m.

**Registration Link:** <https://www.surveymonkey.com/s/CBRFDXR>

If you have any questions about this message, please email them to [training@sceis.sc.gov](mailto:training@sceis.sc.gov).