

Weekly Update

Week of June 18, 2018

Subject: Updated EPMS Load Template Now Available

Audience: HR Directors

The SCEIS HCM Team is pleased to announce the updated EPMS Load Template that may be used to load both universal and performance EPMS information. This replaces the EPMS Universal Load Template used in the past.

Previously, the template was restricted to universal review usage. A section has been added to the template to allow agencies to update an employee's grievance status to coincide with the EPMS action. This should be completed in accordance with the Division of State Human Resources (DSHR) regulations.

Please follow the instructions to complete the template. It is important to use the template's format and drop-down item selections. A minimum of 25 records are required to load the template.

Agency personnel are encouraged to review employee data and to correct records prior to submitting the template. For example: if an employee's Qualifications record (IT0024) has an end date of 12/31/9999 on either the Appraisal Result or the Review Type, the EPMS program will not be able to successfully update the record and an error will be generated. A listing of errors resulting from the file processing has been included with the template for your review. We have also provided you with the appropriate steps for resolution of the errors identified.

The updated EPMS Load Template is posted on the SCEIS website's Weekly Update page in conjunction with this message, and available on the HR/Payroll> Publications & Tools page, located at the following link: <http://www.sceis.sc.gov/page.aspx?id=121>.

If you have any questions, 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/>.