

<u>Course ID</u>	<u>Title</u>	<u>Date</u>	<u>Prerequisites</u>
OM200	Organizational Management	Oct. 15	HR100V
PA250	Personnel Administration	Oct. 21-22	HR100V
PY200	Payroll Administration	Nov. 4	HR100V
REP210	Reporting with BEx for HR/Payroll Users	Dec. 12	SCEIS Validation
TM200	Time Administration	Nov. 13-14	TM101V
TM300	Leave Administration	Nov. 18	TM200
TM400	Advanced Time and Leave Administration	Oct. 30	TM300 and SCEIS Validation

Click on course title for additional information.

Registration Instructions

1. Log in to SCEIS Central.
2. Click the My Talent tile.
3. Click the View My Learning tile (first-time users create aPIN).
4. In the Find Learning tile, search by course ID or "SCEIS" and click "Search."

Online Courses

5. Find course title.
6. Click "Start Course."

Instructor-led Courses

5. Below the course title, click "See Classes."
6. Select class date and click "Register Now."*
7. At the Registration box, click "Register."
8. Receive email confirmation with details and instructions.

**You must "Register Now" to reserve a seat. "Assign to Me" does not register you.*

Online Courses 24/7 Access

ACP100V: Arrears Clearing Process

BEX100V: Reporting with BEx

BOBJ100V: Intro to Reporting with BOBJ

ECC100V: ECC Basic Navigation

HR100V: Intro to HR and Payroll

HRY500V: Year-End Time and Leave Reconciliation

SCEIS100V: SCEIS Central Resources for All Users

SCEISM100V: SCEIS Central for Managers

SCEISM110V: SCEIS Central for Managers - Additional Resources

SCEISTE101V: SCEIS Central Time Entry

TM101V: Fundamentals of Time Administration