



# **Time and Leave Administration**

## **2024 Certification Application**

### Purpose

The SCEIS Training Accreditation and Recognition (STAR) certification program was designed to identify SCEIS users who have completed specific training requirements in SCEIS Human Resources (HR) and Payroll modules and can demonstrate their knowledge by passing a certification exam. STAR certification is optional. You can perform all transactions effectively in SCEIS without being STAR certified.

### Application Requirements

SCEIS will validate that you meet the following requirements. The application deadline is Dec. 1, 2023.

- STAR Time and Leave Administration applicants must complete all courses in the Time and Leave Administration Learning Path before applying. Candidates are responsible for knowing all course materials regardless of agency use. All courses must have been completed after July 1, 2016.

Course:	Format:
ECC100V: SCEIS ECC Basic Navigation	Online
TM101V: Fundamentals of Time Administration	Online
TM200: Time Administration	Instructor-led
TM300: Leave Administration	Instructor-led
HRY500V: SCEIS HR Year-End Time and Leave Reconciliation	Online
TM400: Advanced Time and Leave Administration	Instructor-led

- Candidates must have SCEIS security roles that correspond with the Time and Leave Administration Learning Path. The applicable SCEIS security roles are:
  - OM-Display Org Management
  - PA-HR Master Data Maintainer
  - PY-Payroll Administrator
  - TM-Time Administrator
  - TM-Time Approval
  - TM-Display Time & Leave
  - TM-HR Leave Administrator
  - TM-HR FMLA Event Maintainer
- Candidates must have two or more years of experience with the SCEIS security roles that correspond with the Time and Leave Administration Learning Path.

Candidates must attend the virtual orientation meeting for Time and Leave Administration in February 2024. Candidates must take the STAR exam for Time and Leave Administration on the scheduled date. Exams will be administered in May 2024 at the SCEIS office. Candidates must score 80% or above on the STAR exam to receive certification.

**Validity Period and Recertification**

STAR certification remains valid for five years. Users who wish to renew their certification must complete any new or significantly updated courses required by SCEIS and take the exam again.

**Employee Information**

*Save this application to your desktop and open it to complete the form fields below.*

Name:	
Preferred Name <i>(if different)</i> :	
Job Title:	SCEIS Personnel Number:
Agency:	SCEIS Central User ID:
Work Email:	Work Phone:
Agency Street Address:	
City:	Zip Code:

State Hire Date:
Number of years in South Carolina state government:
Number of years processing Time and Leave Administration in SCEIS:

Please describe the time and leave processes you perform in SCEIS:

STAR Time and Leave Administration candidates must have completed all courses in the Time and Leave Administration Learning Path after July 1, 2016. In the Date Completed column below, enter the date you completed each course.

Click [here](#) for instructions on viewing your learning history in MySCLearning. If you cannot determine when you completed a course, enter “unknown” in the Date Completed column.

Course:	Format:	Date Completed
ECC100V: SCEIS ECC Basic Navigation	Online	
TM101V: Fundamentals of Time Administration	Online	
TM200: Time Administration	Instructor-led	
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Test accommodations are any modifications made to tests or testing conditions that allow participants with physical disabilities or learning disabilities to demonstrate their knowledge and skills in a testing situation.

<input type="checkbox"/> Yes	I am requesting a test accommodation. If yes, SCEIS Training will contact you for more information.
<input type="checkbox"/> No	

I have read and understand the above requirements of the STAR Time and Leave Administration certification. I agree that all information provided is accurate and complete.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Name (printed):** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Email:** \_\_\_\_\_

**HR Director Name (printed):** \_\_\_\_\_

**HR Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HR Director Email:** \_\_\_\_\_

Please email this application to [Training.SCEIS@admin.sc.gov](mailto:Training.SCEIS@admin.sc.gov).

We will send you an acknowledgement when we receive your application. After the Dec. 1, 2023, application deadline, SCEIS will begin reviewing applications to ensure candidates meet all requirements. Validation will be completed by Jan. 15, 2024. SCEIS will send you an email indicating that you meet the requirements and are able to take the certification exam or that you are missing requirements.