

<u>Course ID</u>	<u>Title</u>	<u>Date</u>	<u>Pre-requisites</u>
ACA100	Affordable Care Act Reporting	March 30	HR100V
OM200	Organizational Management (Register for one of the two available dates)	January 19 April 19	HR100V
PA250	Personnel Administration	February 28-March 1	HR100V
PY200	Payroll Administration	March 15	HR100V
REP210	Reporting with BEx for HR/Payroll Users	May 17	SCEIS Validation
TM200	Time Administration (Register for one of the two available dates)	February 14-15 April 12-13	TM101V
TM300	Leave Administration (Register for one of the two available dates)	April 18 June 14	TM200
TM400	Advanced Time and Leave Administration	March 2	TM300 and SCEIS Validation

Click on course title for additional course information.

Registration Instructions

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

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 "Confirm."
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

HR500V: 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