PY200 Payroll Administration

Description

This instructor-led course provides agency Payroll and Benefits users with an understanding of the Payroll process and covers the following topics:

- Displaying and Maintaining Infotypes that Impact Payroll.
- Wage Types.
- Payroll Calendar.
- Overview of Off-Cycle Payroll Processing.
- Payroll Simulations.
- Overview of Retroactive Accounting.
- Retirement Enrollment and Benefit Integration.
- Payroll Reports – Wage Type Reporter, Missing Infotype Report, Deductions Not Taken and Arrears Report.

Target Audience

Users with the following roles: Payroll Administrator, Benefits Administrator, HR Master Data Maintainers.

Prerequisites

The following *must* be completed before you can register for the classroom training. Completion of prerequisites ensures that participants have the necessary knowledge for class. Material covered in prerequisite courses will not be re-taught in classroom training.

- HR100V Introduction to SCEIS Human Resources and Payroll Online Course. Click here for more information on HR100V.

SCEIS

Course Information

MySCLearning Tools

Registration Instructions

1. In Chrome, use your SCEIS user ID and password to log into SCEIS Central (https://sceiscentrallogin.sc.gov).
2. Click the "My Talent" tile.
3. Click the "MySCLearning" tile.
4. Complete the prerequisite, HR100V. In the "Find Learning" tile, use the search box to type in the course ID (HR100V) and click "Go." Find the course title and click "Start Course."
5. After completing HR100V, type the course ID (PY200) in the search box and click "Go."
6. Find the course title and click "See Classes."
7. Scroll down and click the "Classes" tab to view class dates.
8. Find the class date you prefer and click "Register Now." If you do not see "Register Now," you have not completed HR100V.
9. At the Registration box, click "Confirm."
10. Receive email confirmation; view details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk.