

## SCEISM110V SCEIS Central Resources for All Managers — Additional Resources

### Description

This online resource library contains Quick Reference Cards (QRC) on SCEIS Central Manager Self-Service (MSS) functions that are not covered in the SCEISM100V course.

### Course Material

| SCEIS Central – MSS Topic:                      | Format Available: |
|---|-------------------|
| Manager Substitutions                           | QRC               |
| Printing MSS Reports                            | QRC               |
| Create a Leave Request on Behalf of an Employee | QRC               |
| Record Working Time on Behalf of an Employee    | QRC               |
| Leave Overview on Behalf of an Employee         | QRC               |

### Tips for Completing the Course

To get the most out of the SCEISM110V resource library:

- Read the MANAGERS: READ ME FIRST document for instructions on completing and getting credit for the course.
- Not all topics will be applicable to all managers. You should review the topics that pertain to your position.

#### Accessing the Course:

1. In Chrome, use your SCEIS user ID and password to log in to SCEIS Central (<https://sceiscentrallogin.sc.gov>).
2. Click the **My Talent** tile.
3. Click the **View My Learning** tile.
4. In the **Find Learning** tile, use the search box to type in the course ID and click **Search**.
5. Click **Start Course**.
6. Review the **Start Here** document for additional instructions.

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MySCLearning Tools

