

TM300V SCEIS Leave Administration

Description

- This online course covers the following topics:
- Changing a work schedule rule.
- Quota (leave) types.
- Managing leave limits.
- Quota corrections and adjustments.
- Creating an FMLA event and processing FMLA absences.
- Leave reports, such as PT50 Quota Overview, Unapproved Leave Report, Leave Accrual Report, Time Transfer Specifications (IT2012) Report, Leave Pool Transaction Report, and FMLA Workbench Report.

TM300V is the online version of the instructor led TM300 Leave Administration course. If you complete TM300V, you will get credit for TM300.

Target Audience

Users with the following roles: Time Administrator, HR Leave Administrator, HR Master Data Maintainer, HR FMLA Event Maintainer.

Prerequisites

The following *must* be completed before you can begin TM300V. Completion of prerequisites ensures that participants have the necessary knowledge for the course.

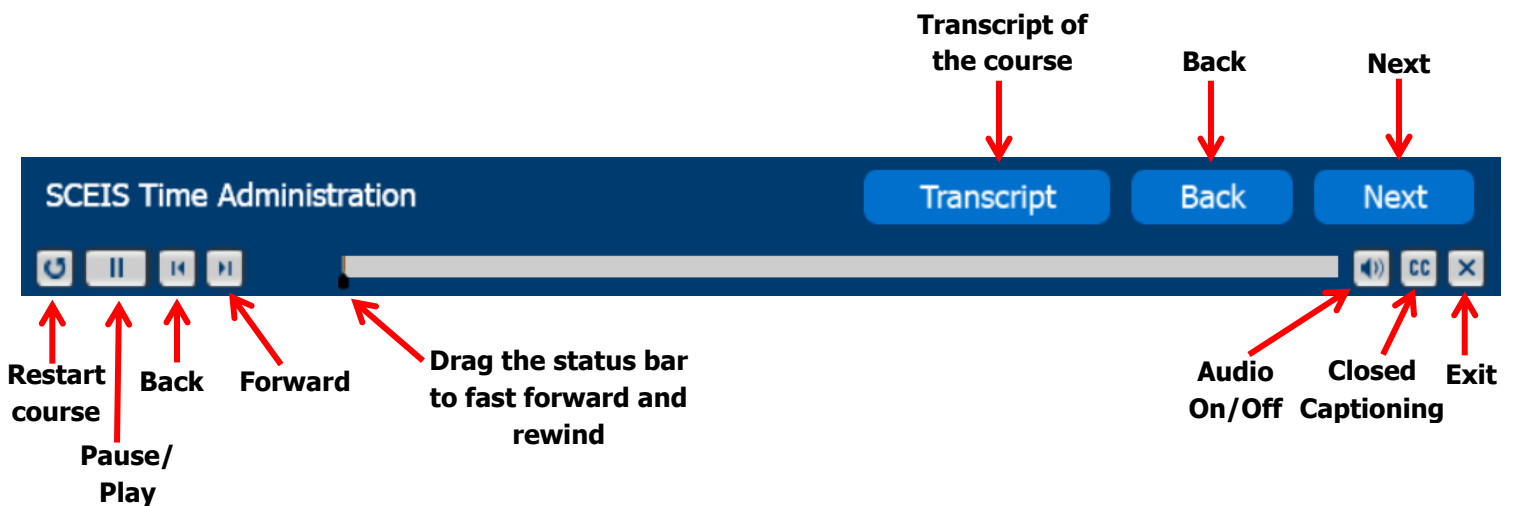
- TM101V Introduction to SCEIS Human Resources and Payroll (online course).
- TM200 Time Administration (instructor-led course) or TM200V Time Administration (online course).

Course Modules and Timing

Module	Minutes Per Module
Module 1 – Leave Administration Overview	9:10
Module 2 – Work Schedules and Time Data	11:06
Module 3 – Quota Types	<u>12:34</u>
Module 4 – Manage Leave Limits and Infotype 2012 Flags	12:28
Module 5 – Quota Corrections and Adjustments	<u>17:26</u>
Module 6 – FMLA Process	21:35
Module 7 – Quota Balances and Reporting	39:04
Total (approximate)	2 hrs. 4 mins.

Course Navigation

The times above are estimates. Within the course, participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen. Depending on the participant, the lesson times may be shorter or longer than those listed above.



Tips for Completing the Course

To get the most out of the TM300V online course:

- Print the TM300 course manual found in the “Course Documents” folder in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.
- If needed, print the course script from the “Course Documents” folder in MySCLearning.

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**. If you do not see **Start Course**, you have not completed the prerequisite.
6. Review the **Start Here** document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.

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MySCLearning Tools

