

## TM300 Leave Administration

### Description

This instructor-led course covers changing a work schedule rule, quota (leave) types, managing leave limits, quota corrections and adjustments, creating an FMLA event, and processing FMLA absences and 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.

### 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 prior to attending 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.

- TM200 Time Administration (instructor-led course) or TM200V Time Administration (online course)

### Registration Instructions

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. Find the course title and click **See Classes**.
6. Scroll down to the **Classes** tab to view class dates.
7. Find the class date you prefer and click **Register Now**. If you do not see **Register Now**, you must first register for the prerequisite course that you have not completed.
8. On the Class Details screen, click **Register**.
9. On the Registered pop-up window, click **OK** to close the window.
10. Receive email confirmation with details and instructions.

Learn More  
at [sceis.sc.gov](https://sceis.sc.gov)

MySCLearning Tools



If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).