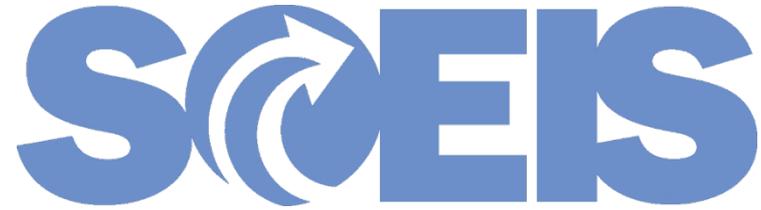


SCEIS User Group Meeting Friday, February 26, 2016





Welcome and Committee Elections

Yvette Sistare, User Group Leads Committee Chair



User Group Leads Committee Nominees



Reporting Lead

- Kelly Ghent, Division of Technology
Department of Administration

- Karen Moton, Business Intelligence Group
Department of Revenue

Human Resources/Payroll Lead:

- Karl McCottry, Human Resources
Department of Transportation



SCEIS Updates

SCEIS Team



Future Functionality Planning



System Upgrades and
Enhancements

GRC
(Governance, Risk,
and Compliance)



MyLearningSC Overview



MyLearningSC Overview



Powered by SAP
SuccessFactors

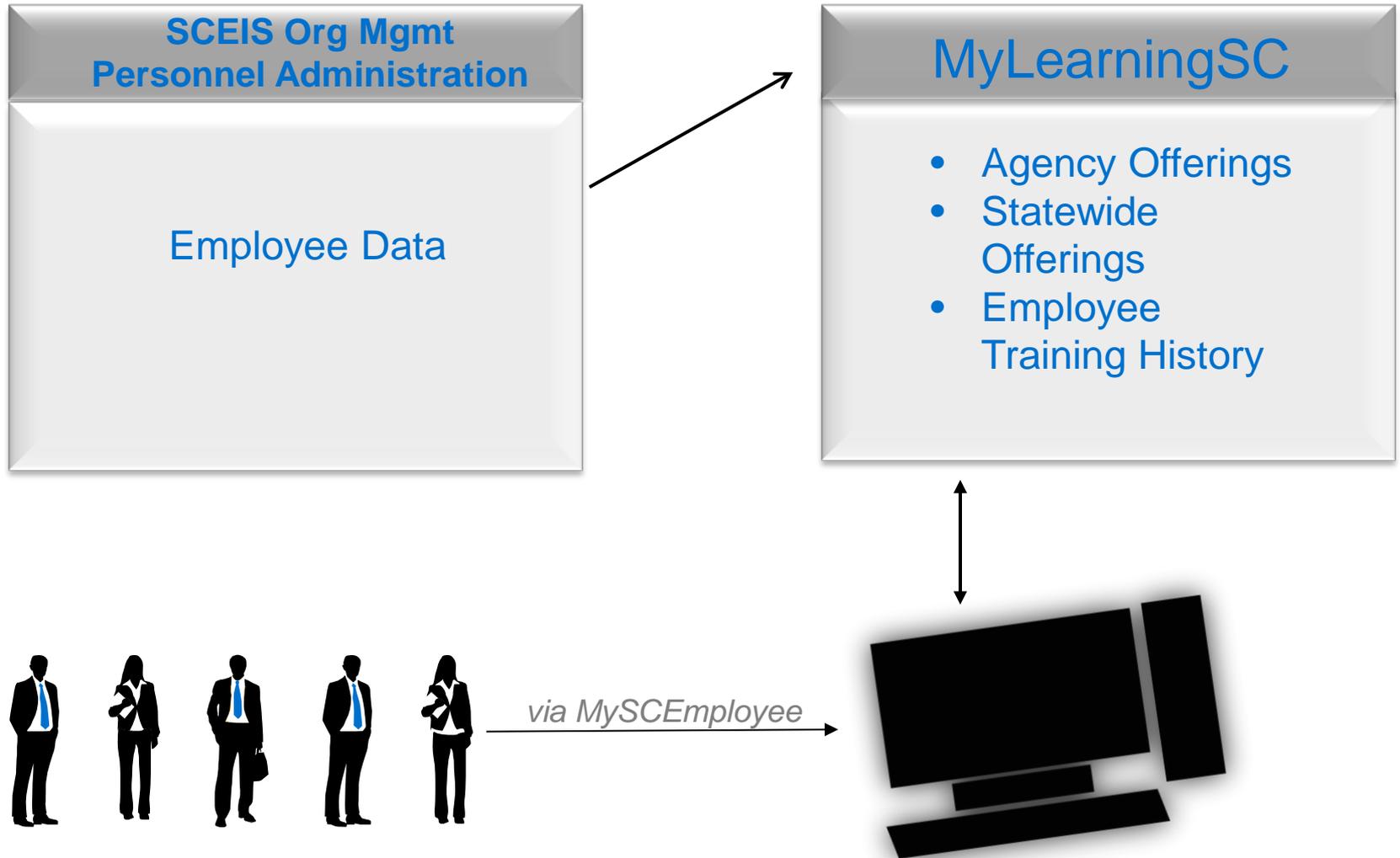
Phased agency
implementations

Single sign-on via
MySCEmployee

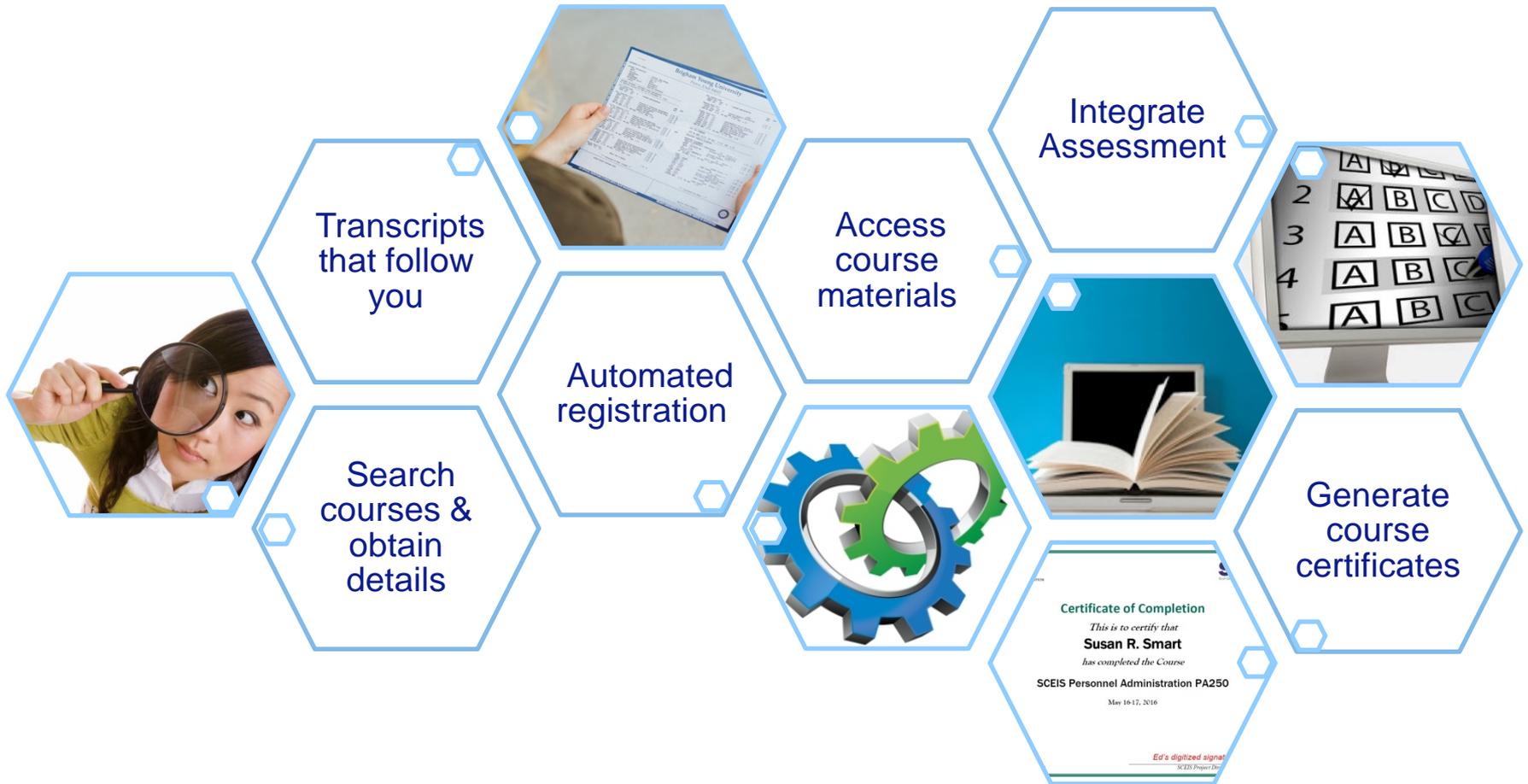
“One-stop” shop for training
Statewide (DSHR and SCEIS)
Agency-specific

Employee will see statewide and agency offerings

SCEIS Integration with MyLearningSC



MyLearningSC Functionality



🌀 Pilot Organizations (e.g., DSHR, HHS)

- Go Live/System Standup March 11, 2016

🌀 Phased Rollout and Development Model:

- Wave 2 Agencies Fall 2016
- All SCEIS end-users will have access
- Rollout each agency's courses/functionality in waves

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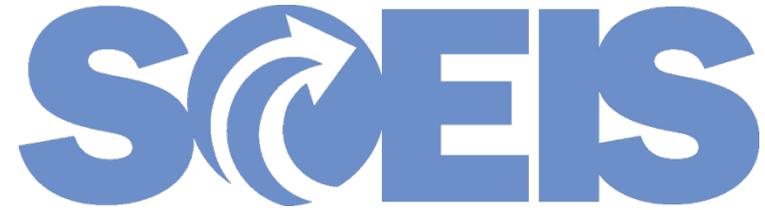
March 11, 2016 – Pilot

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Fall 2016 – Wave 2

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Future Dates – Additional Interested Agencies



SCEIS Training Announcements



Training Calendar




South Carolina Enterprise Information System
 SC Department of Administration

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[Home](#) | [SCEIS Help](#) | [Meetings](#) | [Calendar](#) | [News & Updates](#) | [FAQs](#) | [Links](#) | [SCEIS Logins](#)

- About SCEIS
- Agency Support Teams
- Training
- Finance
- HR & Payroll
- Materials Management
- Reporting
- Imaging
- Technical



MySCEmployee




Segregation of Duties Policy
 South Carolina Enterprise Information System



SRM 7.2 Microsite

INSPECTOR GENERAL'S FRAUD HOTLINE
 (State Agency fraud only)
 1-855-SCFRAUD
 or
 1-855-723-7283

South Carolina Enterprise Information System
 The South Carolina Enterprise Information System (SCEIS) is consolidating more than 70 state agencies onto a single, statewide enterprise system, built on SAP software, for finance, materials management and human resources/payroll.


South Carolina Enterprise Information System
 SC Department of Administration

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- Home » Meetings
- About SCEIS
- Agency Support Teams
- Training
- Finance
- HR & Payroll
- Materials Management
- Reporting
- Imaging
- Technical

Meetings

Expand an item in the list below the calendar to find event dates and times, registration information, links to driving directions, agendas and other materials. If you have questions about your agency's participation in any meetings, please contact your Agency Advocate or sceis-ast@sceis.sc.gov.

March 2016							April 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31	1	2	24	25	26	27	28	29	30
3	4	5	6	7	8	9	1	2	3	4	5	6	7

MySCEmployee



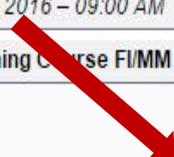
INSPECTOR GENERAL'S FRAUD HOTLINE
 (State Agency fraud only)
 1-855-SCFRAUD
 or
 1-855-723-7283

- March 2016**
- TM300 Leave Administration Training Course *March 2, 2016 – 09:00 AM*
 - REP200 Reporting with BEx and Business Objects Training Course FIMM *March 10, 2016 – 09:00 AM*
 - PR217 Creating and Managing Purchase Orders Training Course - Day One *March 21, 2016 – 09:00 AM*
 - PR217 Creating and Managing Purchase Orders Training Course - Day Two *March 22, 2016 – 09:00 AM*
 - FM300 Funds Management Training Course *March 23, 2016 – 09:00 AM*
 - GL300 General Ledger Accounting Training Course *March 24, 2016 – 09:00 AM*
 - MML100 Material Master Liaison Training Course *March 28, 2016 – 09:00 AM*
 - AR300 Accounts Receivable Invoice Processing Training Course *March 29, 2016 – 09:00 AM*
 - PS300 Project Systems Training Course - Day One *March 30, 2016 – 09:00 AM*
 - PS300 Project Systems Training Course - Day Two *March 31, 2016 – 09:00 AM*
- April 2016**
- MML100 Material Master Liaison Training Course *March 28, 2016 – 09:00 AM*
 - AR300 Accounts Receivable Invoice Processing Training Course *March 29, 2016 – 09:00 AM*
 - PS300 Project Systems Training Course - Day One *March 30, 2016 – 09:00 AM*
 - PS300 Project Systems Training Course - Day Two *March 31, 2016 – 09:00 AM*
 - AM300 Asset Masters and Asset Reporting Training Course *April 5, 2016 – 09:00 AM*
 - AM315 Advanced Asset Management Training Course *April 6, 2016 – 09:00 AM*

Training Calendar



March 2016				
+ TM300 Leave Administration Training Course March 2, 2016 – 09:00 AM				
- REP200 Reporting with BEx and Business Objects Training Course F/MM March 10, 2016 – 09:00 AM				
Audience	Location	Meeting Materials	Register	
SCEIS users who need to report data from SCEIS using the reporting tools Business Warehouse and Business Objects	SCEIS	Click here for complete information, including registration link.	N/A	
+ PR217 Creating and Managing Purchase Orders Training Course - Day One March 10, 2016 – 09:00 AM				
+ PR217 Creating and Managing Purchase Orders Training Course - Day Two March 11, 2016 – 09:00 AM				
+ FM300 Funds Management Training Course March 23, 2016 – 09:00 AM				




South Carolina Enterprise Information System

Weekly Update
January 27, 2016

Subject: Four Sections of the REP200 Reporting with BEx and Business Objects Class Announced

Audience: Agency Training Coordinators, AST Leads, SCEIS Reporting Users

The SCEIS Training Team is pleased to offer four sections of the half-day class, REP200 Reporting with Business Warehouse and Business Objects. Participants will learn how to create quicker and more meaningful data representations using Business Objects.

The classes are tailored for a Finance (FI)/ Materials Management (MM) audience OR a Human Resources (HR)/Payroll audience. The class discussions, examples, and screenshots are tailored to the audience; however, the steps are the same for all functional areas. You do not need to take the class twice, regardless of the range of your duties.

Below you will find details about the class, including the name, description, target audience, dates, location, and registration information. **Please forward this message to appropriate staff members within your agency.**

REP200 – Class Information
Class ID/Title: REP200 - Reporting with BEx and Business Objects

Description: This class will further explore the features highlighted in the REP200U online class. Participants will also learn where different types of reports are located, and how to customize the reports to fit their needs using Business Objects. A demonstration will also be given showing how other agencies and projects have utilized Business Objects to streamline and make their reporting quicker, easier, and more efficient.

Specific reports discussed may include the following:

In FI/MM classes	In HR/Payroll classes
Statement of Changes in Fund Balance	RH101.1A FTE Totals by State, Federal, Other
FM Budget vs Actual	RH039F Employee Demographics and Position Information
Open Encumbrance Report	RH041 Vacancy Position Report

Participants will use their own SCEIS userIDs to log into the SCEIS production system, and will begin building a library of reports customized for their own reporting needs.

Target Audience: SCEIS users who need to report data from SCEIS using the reporting tools BEx and Business Objects.

SCEIS South Carolina Enterprise Information System
SC Department of Administration

Home | SCEIS Help | Meetings | Calendar | News & Updates

Home » Training

About SCEIS

Agency Support Teams

- Training**
- Finance
- HR & Payroll
- Materials Management
- Reporting
- Imaging
- Technical

MySCEmployee

admin
THE SOUTH CAROLINA DEPARTMENT of ADMINISTRATION

INSPECTOR GENERAL'S FRAUD HOTLINE

(State Agency fraud only)
1-855-SCFRAUD
or
1-855-723-7283

Training

SCEIS develops, coordinates and delivers training on the type of work the

- Fiscal Year-End Training Course Guides and Materials
- Online Training Classes: HR/Payroll
- Online Training Classes: Finance
- Online Training Classes: Materials Management
- Online Training Classes: Reporting
- MySCEmployee Training for SCDOT
- MySCEmployee Training
- SCEIS Quick Reference Cards
- SCEIS Training Guides and Tools
- SCEIS uPerform

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MyLearningSC
SCEIS Catalog
Summer 2016

Functional Area Flyers



SCEIS Course Schedules for HR/Payroll Spring 2016

ID	Title	Class Dates	Pre-reqs *
OM200	Organizational Management	May 12	(OM100 is needed)



Training for users in HR/Payroll

Coming soon! MyLearningSC

Starting in the Spring 2016, MySCEmployee will have a new tab, *MyLearningSC*. It will be your one-stop-shop for statewide and agency-specific internal training.

MyLearningSC will allow you to:

- Search for relevant courses
- View course details
- Register for classes
- See your transcript
- Electronically access course materials
- Access your course certificate(s)

So, how does this change SCEIS Training offerings?

- You will be able to access all course materials in one place. Electronically access materials after course completion.
- Some courses will have an online prerequisite. Everyone comes to the hands-on class with the same knowledge base.
- All courses will include an assessment. But don't worry, you can take it as many times as needed to PASS.
- All courses will include a course evaluation. This helps us to continually improve the learning experience.
- Print or email your certificate anytime, anywhere.
- In the fall, you will register via MyLearningSC. For now, you will go to the *Calendar* on the SCEIS website to register.

What do I do now?

- Flip this flyer over to see course offerings for HR/Payroll.
- Access the entire course schedule on the SCEIS website in the *Calendar*. Click on the plus symbol for a link to course information.
- Request registration using the link in course information.

www.sceis.sc.gov

If you have questions, email us at training.sceis@admin.sc.gov. We look forward to seeing you soon!



Training for users in Materials Management

Coming soon! MyLearningSC

Starting in the Spring 2016, MySCEmployee will have a new tab, *MyLearningSC*. It will be your one-stop-shop for statewide and agency-specific internal training.

MyLearningSC will allow you to:

- Search for relevant courses
- View course details
- Register for classes
- See your transcript
- Electronically access course materials
- Access your course certificate(s)

So, how does this change SCEIS Training offerings?

- You will be able to access all course materials in one place. Electronically access materials after course completion.
- Some courses will have an online prerequisite. Everyone comes to the hands-on class with the same knowledge base.
- All courses will include an assessment. But don't worry, you can take it as many times as needed to PASS.
- All courses will include a course evaluation. This helps us to continually improve the learning experience.
- Print or email your certificate anytime, anywhere.
- In the fall, you will register via MyLearningSC. For now, you will go to the *Calendar* on the SCEIS website to register.

What do I do now?

- Flip this flyer over to see course offerings for Materials Management.
- Access the entire course schedule on the SCEIS website in the *Calendar*. Click on the plus symbol for a link to course information.
- Request registration using the link in course information.

www.sceis.sc.gov

If you have questions, email us at training.sceis@admin.sc.gov. We look forward to seeing you soon!

Online courses, available anytime, anywhere

COR120U—ECC Navigation

(New) PR101—Foundations of Procurement
(New) REP200U—Introduction to BE& and Business Objects

SRM200C—Shopping Cart Creation
SRM200A—Shopping Cart Approval
SRM200G—Goods Receipts in ECC

SCEIS Course Schedules for Finance Spring 2016

ID	Title	Class Dates	Pre-reqs *
AM300	Asset Masters and Asset Reporting	April 5	
AM315	Advanced Asset Management	April 6	
AP200	Accounts Payable Invoice Processing	April 14-19	(AP200 is needed)



Training for users in Finance

Coming soon! MyLearningSC

Starting in Spring 2016, MySCEmployee will display a new tab, *MyLearningSC*. It will become your one-stop-shop for statewide and agency-specific internal training. In Fall 2016, SCEIS training will be available there as well.

MyLearningSC will allow you to:

- Search for relevant courses
- View course details
- Register for classes
- See your transcript
- Electronically access course materials
- Access your course certificate(s)

What do I do now?

- For now, nothing changes about SCEIS training. The Spring 2016 training offerings will be managed as they have been, and as you're familiar with.
- Flip this flyer over to see course offerings for Finance.
- Access the entire course schedule on the SCEIS website in the *Calendar*. Click on the plus symbol beside a course for a link to course information.
- Request registration using the link in course information.
- Watch for a confirmation email with additional class details.

How will MyLearningSC change SCEIS Training offerings?

- Beginning in Fall 2016, you will register for classes via *MyLearningSC*.
- You will be able to access all course materials in one place, both before and after class.
- All courses will include an assessment. But don't worry, you can take it as many times as needed to PASS.
- All courses will include a course evaluation. This helps us to continually improve the learning experience.
- You will be able to print or email your certificate anytime, anywhere.

www.sceis.sc.gov

If you have questions, email us at training.sceis@admin.sc.gov. We look forward to seeing you soon!



**Content
Chunking
Online
Resources**

**Blended
Learning**

Assessment

Pre-Requisites & Updated Courses



Pre-Req.

- PR101U (PR217)
- REP200U (REP200)

Online

- FM300U
Funds Management

Update

- Employee Self-Serve
- Manager Self-Serve

uPerform Reorganization



Business Process Procedures (BPPs)

This content area contains step-by-step instructions (auto-playback and interactive), and a text-based tricks, helpful hints, and sample business scenarios and clicking Help and "SCEIS Help".)

Class Participant Guides

This content area contains the Participant Guides their performance in particular business processes.

Finance (FI) Mini-guides

This content area may contain user guides for project systems, Public Budgeting Formulation, and practice.

Human Resources (HR), Time & Leave Management

This content area contains user guides for processes that require an end user to perform multiple business processes.

Materials Management (MM) Mini-guides

This content area may contain user guides for processes that require an end user to perform multiple business processes.

Quick Reference Cards (QRCs)

This content area contains quick reference cards for adhering to best practices.

Reporting Resources

This content area contains a list of Business Objectives and their role. An Excel spreadsheet with the names and descriptions of the roles.

- Financial Accounting (FI)
- Funds Management (FM)
- Grants Management (GM)
- Human Resources Management (HRM)
- Materials Management (MM)
- MYSCEmployee (MSCE)



Tier 1:

- Finance, Budgeting, Grants
- Human Resources Management & Payroll
- MySCEmployee
- Materials Management
- Reporting
- Other

Tier 2: (for Finance)

- Accounts Payable (AP)
- Grants Management

Tier 3: (for Finance - AP)

- BPPs
- Guides
- QRCs

Tier 4: (for Finance - AP)

- Task(s)



Treasury Projects

Chuck Fallaw, Treasurer's Office





Enterprise Information Management Update

John Taylor, Enterprise Information Management

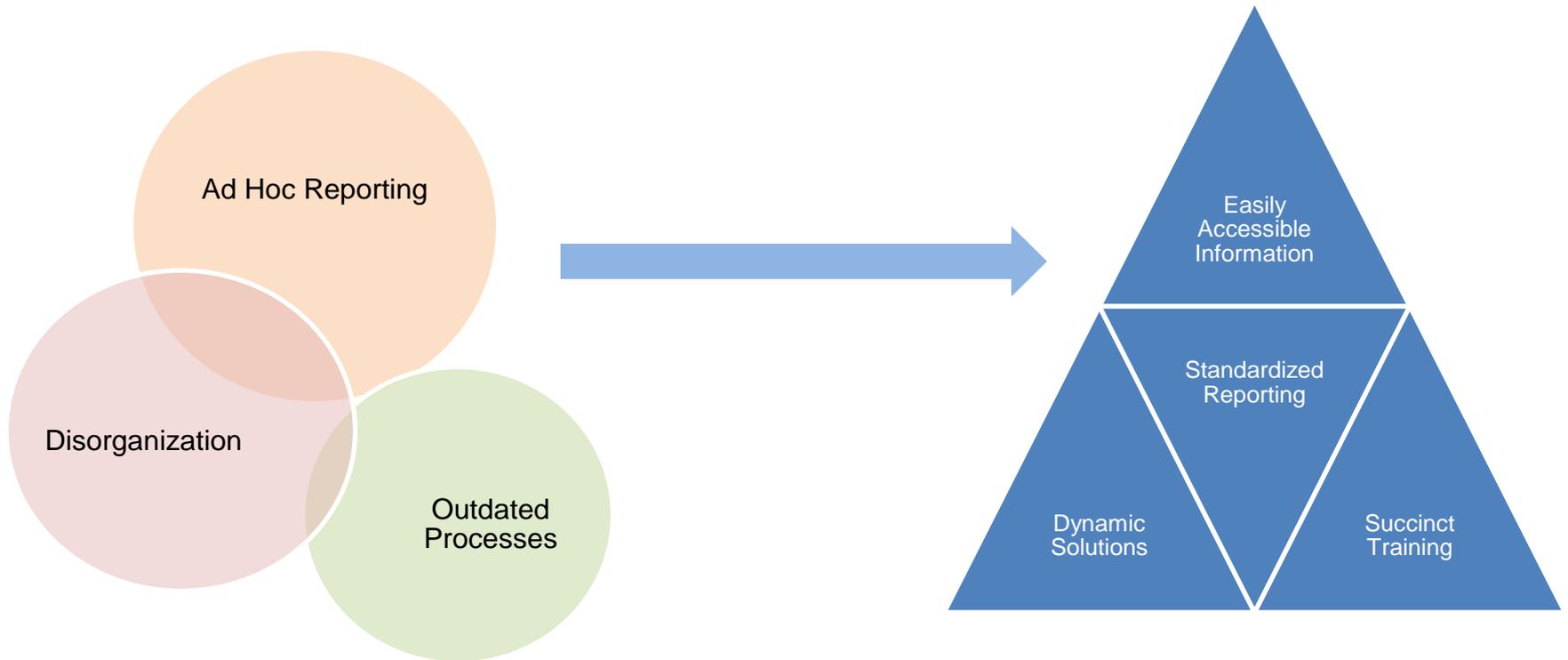


- ④ Enterprise Information Management – helping senior and executive managers find **efficiencies** and **gain insights for key decision.**
- ④ Focused on reporting and data analysis needs while working to ultimately deliver **predictive analytics.**



- ④ Human Resources Dashboards
- ④ Service costing and rates analysis for Department of Administration's Division of Technology (DTO) and Fleet Services Division.
- ④ Development of automated reporting for Comptroller General's Office and Board of Economic Advisors for statewide revenue collections.
- ④ Partnering with Gartner for their Information Technology Spend Analysis

EIM: Success and More Success



- Implementation of Profitability and Cost Management (PCM) module
- Upgrade of Business Objects, which includes Mobile Reporting, Design Studio, and Lumira
- Development of Predictive and Forecasting Analytics Reporting
- Development of Drill Down Reports
- Data Cleansing Project for IT purchases, Real Property Expenditures, and Vehicle Expenditures
- Development and Deployment of Finance Dashboards
- Completion of a Searchable Reporting Database



Information Privacy Initiatives

Theo Wills, Enterprise Privacy Office





Thank You

