

Weekly Update

Week of September 5, 2016

Subject: Seats Are Still Available for the September 16 ACP100 Arrears Clearing Process Class

Audience: Agency Training Coordinators, AST Leads, HR Directors, Benefits Administrators

There are still seats available in the ACP100 Arrears Clearing Process class on Friday, September 16, 2016. The SCEIS Team encourages Benefits Administrators and HR Directors to register for this class today! **Note: If you attended an Arrears Clearing Process class in 2015, you do not need to attend the class on September 16, as no changes have been made to the process. This is the only scheduled ACP100 class during the Fall 2016 term.**

This course defines arrears and how to clear arrears directly in SCEIS without submitting a Help Desk ticket. Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

ACP100 - Course Information

Course ID/Title: ACP100 – Arrears Clearing Process

Description: This course defines arrears and discusses the situations in which arrears occur. Participants will learn how to view the Arrears Table and how to clear arrears directly in SCEIS without submitting a Help Desk ticket.

Target Audience: Users with the following roles: Benefits Administrator, HR Directors

Pre-requisites:

None. However, we recommend that you complete the COR120U Enterprise Central Component (ECC) Navigation online course.

ACP100 - Section 01 – Fall 2016 Details

Class Date: Friday, September 16, 2016

Class Time: 9:00 a.m. to 12:00 p.m.

Class Location:

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

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Registration Instructions:

SCEIS has a new registration process using MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Beside the MySCLearning logo, click “Home” and select “Learning.”
4. In the “Find Learning” tile, use the search box.
 - a. Type in the course ID and click “Go.” Or -
 - b. Type in “SCEIS” to view all SCEIS courses.
5. Find a course title and expand “View Course Dates.”
6. Find the class date you prefer, and click “Register Now.”
7. At the Scheduled Offering box, click “Confirm.”
8. Watch for your confirmation email, with class details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.

If you have any questions about this message, please email them to training.sceis@admin.sc.gov.