ACP100V Arrears Clearing Process

Description

The ACP100V online course defines benefits-related 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

Prerequisites

The following *must* be completed before you can take ACP100V. Completion of prerequisites ensures that participants have the necessary knowledge for class.

- HR100V Introduction to SCEIS Human Resources and Payroll Online Course. Click here for more information on HR100V.

Course Modules and Estimated Course Times

Module	Approximate Minutes Per Module
Module 1 — Arrears Overview	03:23
Module 2 — Reviewing the Arrears Table in SCEIS	02:38
Module 3 — Clearing Arrears in SCEIS	14:22-17:14
Total	**Approximately 20:23-23:15**

Course Navigation

In some modules, there are opportunities for participant interaction such as reviewing and practicing processes. Participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen. Depending on the participant, the module times may be shorter or longer than those listed above.
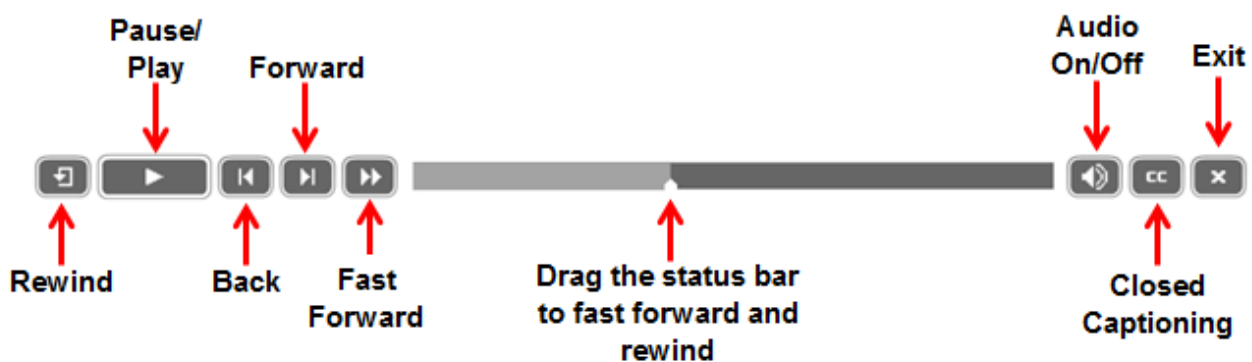
Tips for Completing the Course

To get the most out of the ACP100V online course:

- Take notes or print the "ACP100V Print Version" of the course posted in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.

- Use Closed Captioning by clicking the CC button on the play bar, if needed. The "ACP100V Print Version" also contains the course script.

Course Information

Learn More
at sceis.sc.gov

MySCLearning Tools

Accessing the Course:

1. In Internet Explorer, 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 "MySCLearning" tile.
4. Complete the prerequisite, HR100V. In the "Find Learning" tile, use the search box to type in the course ID (HR100V) and click "Go." Find the course title and click "Start Course."
5. After completing HR100V, in the "Find Learning" tile, type in the course ID (ACP100V) in the search box and click "Go."
6. Click "Start Course."
7. 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.