

# HR/Payroll Training Schedule Spring 2020

ID	Title	Date	Pre-req
ACA100	Affordable Care Act Reporting	Mar. 17 (a.m.)	HR100V
LMS200	MySCLearning System Administrator	Mar. 30-31	
LMS300	Advanced MySCLearning Administration	Apr. 20	LMS200
OM200	Organizational Management <i>(Register for one of the two available dates.)</i>	Feb. 4 May 19	HR100V
PA250	Personnel Administration <i>(Register for one of the two available dates.)</i>	Feb. 12-13 Jun. 3-4	HR100V
PY200	Payroll Administration	Mar. 4	HR100V
REP210 HR/PY	Reporting with BEx for HR/PY Users	Mar. 19 (a.m.)	SCEIS validation
TM200	Time Administration <i>(Register for one of the two available dates.)</i>	Mar. 12-13 Apr. 29-30 <i>(1 ½ days)</i>	TM101V
TM300	Leave Administration <i>(Register for one of the two available dates.)</i>	Apr. 6 May 13	TM200 or TM200U
TM400	Advanced Time and Leave Administration	Apr. 16	TM300 and SCEIS validation

*Click on course title for additional course information.*

## Registration Instructions

1. Log in to SCEIS Central (<https://sceiscentrallogin.sc.gov/>).
2. Click the My Talent tile.
3. Click the MySCLearning tile (first-time users create a PIN).
4. In the Find Learning tile, search by course ID or "SCEIS" and click "Go."

### Online Courses

5. Find course title.
6. Click "Start Course."

### Instructor-led Courses

5. Below the course title, click "See Offerings."
6. Select class date and click "Register Now."\*
7. At the Scheduled Offering box, click "Confirm."
8. Receive email confirmation with details and instructions.

\*You must "Register Now" to reserve a seat. "Assign to Me" does not register you.

## Online Courses 24/7 Access

ACP100V: Arrears Clearing Process

BEX100V: Reporting with BEx

BOBJ100V: Intro to Reporting with BOBJ

HR100V: Intro to HR and Payroll

HRY500V: Year-End Time and Leave Reconciliation

TM101V: Fundamentals of Time Administration

TM200U: Time Administration

TM300U: Leave Administration

SCEIS100V: SCEIS Central Resources

SCEISM100V: SCEIS Central for Managers