

Subject: A SCEIS Training Accreditation and Recognition (STAR) certification program is now available for Human Resources (HR) and Payroll users
Audience: SCEIS HR and Payroll users

A SCEIS Training Accreditation and Recognition (STAR) certification program is now available for human resources (HR) and payroll users. STAR is designed to identify SCEIS users who have completed specific training requirements in SCEIS HR and payroll modules and can demonstrate their knowledge by passing a certification exam.

HR and Payroll Learning Paths

SCEIS offers STAR certification to HR and payroll users in the following learning paths:

- ★ Organizational Management and Personnel Administration
- ★ Time and Leave Management
- ★ Benefits and Payroll Administration

Certification Overview

Users receive STAR certification by:

1. Completing all courses in the chosen learning path. Click [here](#) to view the required courses for each learning path.
2. Holding applicable SCEIS security roles that correspond with the learning path.
3. Having two or more years of experience within those security roles.
4. Scoring 80% or higher on the certification exam.

STAR Benefits

- ★ Upon completing all requirements, users will receive a framed program certificate during the certification ceremony.
- ★ The STAR certification will be recorded in the employees' HR records in SCEIS for Certification and Licensing.*
- ★ Users can promote their STAR certification on resumes and applications for state job opportunities. This may be especially important as more agencies note STAR certification as a preferred qualification.

Visit the [STAR webpage](#) for more information and to complete an application.

If you have questions about the STAR certification, please email them to training.sceis@admin.sc.gov.

Thank you,
The SCEIS Team

*HR staff will use Infotype 0795 to record this information.