

SCEISM110V SCEIS Central Resources for All Managers — Additional Resources

Description

This online resource library contains Quick Reference Cards (QRC) on SCEIS Central Manager Self-Service (MSS) functions that are not covered in the SCEISM100V course.

Course Material

SCEIS Central — MSS Topic:	Format Available:
Manager Substitutions	QRC
Printing MSS Reports	QRC
Create a Leave Request on Behalf of an Employee	QRC
Record Working Time on Behalf of an Employee	QRC
Leave Overview on Behalf of an Employee	QRC

Tips for Completing the Course

To get the most out of the SCEISM110V resource library:

- Read the MANAGERS: READ ME FIRST document for instructions on completing and getting credit for the course.
- Not all topics will be applicable to all managers. You should review the topics that pertain to your position.

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. In the “Find Learning” tile, use the search box to type in the course ID (SCEISM110V) and click “Go.”
5. Click “Start Course.”
6. Review the “Read Me First” document for additional instructions.

Learn More
at sceis.sc.gov

MySCLearning Tools

