ACA100 Affordable Care Act Reporting

Description

This instructor-led course explains the SCEIS system changes to accommodate the reporting requirements of the Affordable Care Act. Users will learn how to run Affordable Care Act discrepancy reports in SCEIS.

Target Audience

Users with the following roles: Benefits Administrator, HR Directors.

Prerequisites

The following *must* be completed before you can register for the classroom training. Completion of prerequisites ensures that participants have the necessary knowledge for class. Material covered in prerequisite courses will not be re-taught in classroom training.

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

Registration Instructions

Learn More
at sceis.sc.gov

MySCLearning Tools

1. In Chrome, 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 **View My Learning** tile.
4. In the **Find Learning** tile, use the search box to type in the course ID and click **Search**.
5. Find the course title and click **See Classes**.
6. Scroll down to the **Classes** tab to view class dates.
7. Find the class date you prefer and click **Register Now**. If you do not see **Register Now**, you have not completed the prerequisite.
8. On the Class Details screen, click **Register**.
9. On the Registered pop-up window, click **OK** to close the window.
10. Receive email confirmation with details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk.