SCEIS Fall 2021 Training Schedule Announced

Twenty-two SCEIS classes have been scheduled in August through November 2021. All classes will be conducted via live, interactive webinars.

A recording of the live webinar (without exercises) will be available upon request. However, you will not receive credit for the course if you do not attend the live webinar.

Learn More
at sceis.sc.gov

MySCLearning Tools

The schedule below provides a high-level view of the upcoming SCEIS training opportunities.

Registration Instructions

1. In Internet Explorer, use your SCEIS user ID and password to log into 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 (for example, PR217-WEB) and click "Go."
5. Find the course title and click "See Classes."
6. Scroll down and click the "Classes" tab to view the webinar date.
7. Find the webinar date and click "Register Now."
8. At the Class box, click "Confirm."
9. Receive email confirmation; view details and instructions.

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

Fall 2021 Training Schedule

August 2021

Thu.-Fri., Aug. 12-13
(8:30 a.m.-12:30 p.m. each day)
LMS100-WEB MySCLearning Basic Management

~~Wed.-Thu, Aug. 18-19~~
~~(8:30 a.m.-12:30 p.m. each day)~~
~~FM300-WEB Funds Management~~ **(Rescheduled to Oct.)**

Tue.-Fri., Aug. 24-27
(8:30 a.m.-12:30 p.m. each day)
PR217-WEB Creating and Managing Purchase Orders

Mon.-Thu., Aug. 30-Sept. 2
(8:30 a.m.-12:30 p.m. each day)
PR260-WEB Strategic Purchasing and Contract Management

Mon.-Tue., Aug. 30-31
(1-5 p.m. each day)
OM200-WEB Organizational Management

September 2021

Wed.-Thu., Sept. 8-9
(1-5 p.m. each day)

GL300-WEB General Ledger Accounting

Thu., Sept. 9
(8:30 a.m.-12:30 p.m.)

**REP210-FI/MM-WEB Reporting with BEx for
Finance and Materials Management Users**

Tue.-Fri., Sept. 14-17
(8:30 a.m.-12:30 p.m. each day)

PA250-WEB Personnel Administration

Mon., Sept. 20
(1-5 p.m.)

ACA100-WEB Affordable Care Act Reporting

Tue., Sept. 21
(8:30 a.m.-12:30 p.m.)

**REP210-HR/PY-WEB Reporting with BEx for
HR/Payroll Users**

Wed-Thu., Sept. 22-23
(1-5 p.m. each day)

AR300-WEB Accounts Receivable Invoice Processing

Mon-Tue., Sept. 27-28
(1-5 p.m. each day)

LMS200-WEB MySCLearning Course Management

Wed.-Thu., Sept. 29-30
(8:30 a.m.-12:30 p.m. each day)

PY200-WEB Payroll Administration

October 2021

Tue.-Thu., Oct. 5-7
(8:30 a.m.-12:30 p.m. each day)

AP300-WEB Accounts Payable Invoice Processing

Mon-Tue., Oct. 11-12
(1-5 p.m. each day)

LMS300-WEB MySCLearning Assignment Management

Wed.-Fri., Oct. 13-15
(8:30 a.m.-12:30 p.m. each day)

TM200-WEB Time Administration

Mon.-Tue., Oct. 18-19
(8:30 a.m.-12:30 p.m. each day)

TM400-WEB Advanced Time and Leave Administration

Tue-Wed., Oct. 26-27
(8:30 a.m.-12:30 p.m. each day)

FM300-WEB Funds Management

October 2021 *(cont.)*

Tue., Oct. 19
(1-5 p.m.)
AM300-WEB Asset Masters and Asset Reporting

Wed.-Thu., Oct. 20-21
(1-5 p.m. each day)
AM315-WEB Advanced Asset Management

November 2021

Mon-Tue., Nov. 1-2
(1-5 p.m. each day)
TM300-WEB Leave Administration

Wed.-Thu., Nov. 3-4
(8:30 a.m.-12:30 p.m. each day)
RPC100-WEB Report Center for MySCLearning

Tue.-Wed., Nov. 16-17
(8:30 a.m.-12:30 p.m. each day)
GM300-WEB Grants Management

If you have any questions about this SCEIS Training information, please email them to
training.sceis@admin.sc.gov.