**Subject:** SCEIS announces the fall 2023 training schedule

**Audience:** SCEIS Users

The SCEIS team is pleased to announce fall 2023 training opportunities for finance, human resources and payroll and materials management. Below is a list of dates and times for each class.

Classes are held in person at 1628 Browning Road, Columbia, SC 29210.

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**August 2023**

Wednesday, Aug. 30 **OM200 Organizational Management**

9 a.m.-5 p.m.

**September 2023**

Wednesday-Thursday **PR217 Creating and Managing Purchase Orders**  
Sept. 6-7

9 a.m.-5 p.m. each day

Monday, Sept. 11 **FM300 Funds Management**

9 a.m.-5 p.m.

Wednesday-Thursday **PA250 Personnel** **Administration**  
Sept. 13-14

9 a.m.-5 p.m. each day

Tuesday, Sept. 19 **PY200 Payroll** **Administration**

9 a.m.-5 p.m.

Thursday, Sept. 21 **REP210 Reporting with BEx Finance and**

9 a.m.-noon **Materials Management Users**

Wednesday-Thursday **TM200 Time** **Administration**

Sept. 27-28

9 a.m.-5 p.m., Sept. 27

9 a.m.-noon, Sept. 28

**October 2023**

Tuesday, Oct. 3 **OM200 Organizational Management**

9 a.m.-5 p.m.

Wednesday, Oct. 4 **TM400 Advanced Time and Leave** **Administration**

9 a.m.-5 p.m.

Thursday, Oct. 5 **AR300** **Accounts Receivable Invoice Processing**

9 a.m.-5 p.m.

Tuesday-Wednesday **PR260 Strategic Purchasing and Contract**

Oct. 10-11 **Management**

9 a.m.-5 p.m. each day

Thursday, Oct. 12 **TM300 Leave Administration**

9 a.m.-5 p.m.

Monday, Oct. 16 **REP210 Reporting with BEx for HR/Payroll Users**

9 a.m.-noon

Tuesday, Oct. 17 **ACA100** **Affordable Care Act Reporting**

9 a.m.-noon

Thursday, Oct. 26 **GL300 General Ledger Accounting**

9 a.m.-5 p.m.

**November 2023**

Tuesday, Nov. 7 **SPC200 SCEIS Shopping Cart Workshop**

9 a.m.-5 p.m.

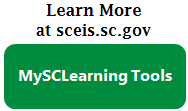
Wednesday, Nov. 8 **AM325 Asset Management**

9 a.m.-5 p.m.

Wednesday, Nov. 15 **GM300 Grants Management**

9 a.m.-5 p.m.

**Registration Instructions**

[](http://sceis.sc.gov/page.aspx?id=345)In Chrome, use your SCEIS user ID and password to log in to SCEIS Central (<https://sceiscentrallogin.sc.gov>).

1. Click the “My Talent” tile.
2. Click the “MyLearning” tile.
3. In the “Find Learning” tile, use the search box to type in the course ID (for example, PR217) and click “Search.”
4. Find the course title and click “See Classes.”
5. Scroll down and click the “Classes” tab to view the class date.
6. Find the class date and click “Register Now.”
7. At the Class box, click “Confirm.”
8. Receive email confirmation, view details and instructions.

If you do not receive a confirmation email, please contact the [SCEIS Help Desk](http://sceis.sc.gov/page.aspx?id=218).

**Attendance Policy**

* You must attend the entire class. Class dates and times are communicated.
* Completion of the assessment and evaluation is required.
* Unable to attend? Withdraw as soon as possible. Others may be waitlisted.
* If you miss any portion of your class, we will contact your supervisor to stress the importance of attendance and why you will not earn credit.
* Allowances will be made for unforeseeable circumstances, such as illness, emergencies, traffic delays, etc.

Effective January 2023, the AM300 Asset Masters and Asset Reporting and AM315 Advanced Asset Management courses were combined to make one course, AM325 Asset Management.

If you have any questions about this SCEIS Training information, email [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).