Subject: SCEIS announces the fall 2023 training schedule
Audience: SCEIS Users

The SCEIS team is pleased to announce fall 2023 training opportunities. Below is a list of dates and times for each available class.

Please note classes are held in person at 1628 Browning Road, Columbia, SC 29210.

August 2023
Wednesday, Aug. 30
9 a.m.-5 p.m.

OM200 Organizational Management CANCELLED

September 2023
Wednesday-Thursday,
Sept. 6-7
9 a.m.-5 p.m. each day

PR217 Creating and Managing Purchase Orders

Monday, Sept. 11
9 a.m.-5 p.m.

FM300 Funds Management

Wednesday-Thursday,
Sept. 13-14
9 a.m.-5 p.m. each day

PA250 Personnel Administration

Tuesday, Sept. 19
9 a.m.-5 p.m.

PY200 Payroll Administration

Thursday, Sept. 21
9 a.m.-noon

REP210 Reporting with BEx Finance and Materials Management Users

Wednesday-Thursday,
Sept. 27-28
9 a.m.-5 p.m. Sept. 27
9 a.m.-noon Sept. 28

TM200 Time Administration

October 2023

Tuesday, Oct. 3
9 a.m.-5 p.m.

OM200 Organizational Management

Wednesday, Oct. 4
9 a.m.-5 p.m.

TM400 Advanced Time and Leave Administration

Thursday, Oct. 5
9 a.m.-5 p.m.

AR300 Accounts Receivable Invoice Processing

Tuesday-Wednesday,
Oct. 10-11
9 a.m.-5 p.m. each day

PR260 Strategic Purchasing and Contract Management

Thursday, Oct. 12
9 a.m.-5 p.m.

TM300 Leave Administration

Monday, Oct. 16
9 a.m.-noon

REP210 Reporting with BEx for HR/Payroll Users

Tuesday, Oct. 17
9 a.m.-noon

ACA100 Affordable Care Act Reporting

Wednesday-Thursday,
Oct. 18-19
9 a.m.-5 p.m. each day

PA250 Personnel Administration NEW

Thursday, Oct. 26
9 a.m.-5 p.m.

GL300 General Ledger Accounting

November 2023

Tuesday, Nov. 7
9 a.m.-5 p.m.

SPC200 SCEIS Shopping Cart Workshop

Wednesday, Nov. 8
9 a.m.-5 p.m.

AM325 Asset Management

Wednesday, Nov. 15
9 a.m.-5 p.m.

GM300 Grants Management

Tuesday, Nov. 30   **OM200 Organizational Management** -**NEW**
9 a.m.-5 p.m.

Registration Instructions

In Chrome, use your SCEIS user ID and password to log in to SCEIS Central (https://sceiscentrallogin.sc.gov).

Learn More
at sceis.sc.gov

MySCLearning Tools

1. Click the "My Talent" tile.
2. Click the "MySCLearning" tile.
3. In the "Find Learning" tile, use the search box to type in the course ID (for example, PR217) and click "Go."
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.

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 on a waiting list.
- 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, please email training.sceis@admin.sc.gov.