

From: sceis-ast@sceis.sc.gov
To: SCEIS users
Subject: Admin announces Fall 2026 SCEIS training schedule

The South Carolina Department of Administration's (Admin) Division of Enterprise Applications (DEA) released its Fall 2026 SCEIS training schedule. To register for a course, log into [SCEIS Central](#) and follow the instructions provided. Please review the included course attendance policy; participants must comply with all requirements to receive training credit.

Two new courses have been added to the Fall schedule. **BOBJ101 Reporting with Business Objects** is a full-day course that teaches users how to use Business Objects (BOBJ) to report on Business Warehouse (BW) data within the SCEIS system. Participants will learn to navigate the Business Intelligence (BI) Launch Pad, schedule and customize Web Intelligence reports. **PR265 Contract Management for SCPro Conversion** is a half-day course that covers the contract management process, specifically addressing procedures that will remain in the Supplier Relationship Management (SRM) module following Release 1 of SCPro. This training covers contract management basics, including how to search, navigate and utilize SCPro contracts within SAP SRM

August 2026

Aug. 26	9 a.m.-1 p.m.	GM300 Grants Management
Aug. 27	9 a.m.-5 p.m.	BOBJ101 Reporting with Business Objects

September 2026

Sep. 29	9 a.m.-5 p.m.	TM200 Time Administration
Sep. 30	9 a.m.-12 p.m.	

October 2026

Oct. 1	9 a.m.-5 p.m.	GL300 General Ledger Accounting
Oct. 5	9 a.m.-5 p.m.	OM200 Organizational Management
Oct. 6	9 a.m.-5 p.m.	SPC200 Shopping Cart Workshop
Oct. 8	9 a.m.-5 p.m.	FM300 Funds Management

Oct. 13-14	9 a.m.-5 p.m. Daily	PR217 Creating and Managing Purchase Orders
Oct. 15	9 a.m.-5 p.m.	PRT250 Time and Leave Administration for PRT
Oct. 20	9 a.m.-5 p.m.	TM400 Advanced Time and Leave Administration
Oct. 22	9 a.m.-5 p.m.	AR300 Accounts Receivable Invoice Processing
Oct. 27	9 a.m.-12 p.m.	PR265 Contract Management for SCPro Conversion
Oct. 28-29	9 a.m.-5 p.m. Daily	PA250 Personnel Administration

November 2026

Nov. 3	9 a.m.-5 p.m.	PY200 Payroll Administration
Nov. 4-5	9 a.m.-1 p.m. Daily	AP300 Accounts Payable Invoice Processing
Nov. 9-10	9 a.m.-5 p.m. Daily	PS300 Project Systems
Nov. 12	9 a.m.-5 p.m.	OM200 Organizational Management

December 2026

Dec. 3	9 a.m.-5 p.m.	AM325 Asset Management
Dec. 8	9 a.m.-5 p.m.	BOBJ101 Reporting with Business Objects
Dec. 15	9 a.m.-5 p.m.	TM300 Leave Administration

Registration Instructions

1. Using Google Chrome, log into [SCEIS Central](#) using your SCEIS user ID and password.
2. Click the **My Talent** tile.
3. Click the **View My Learning** tile.
4. At the top of the screen, under **Learning**, click inside the **Search for Learning** search box.
5. Type the course ID (e.g., PR217) in the search box and click the magnifying glass button.
6. Locate and click the course title.
7. Scroll down and click the **Classes** tab to view the class date.
8. Click the class date.
9. Click the **Register** button.

You will receive an email confirmation with course details and further instructions. If you do not

receive a confirmation email, please contact the [SCEIS Service Desk](#).

Access [MySCLearningTools](#) for additional assistance.

Attendance Policy

- Participants must attend the entire class for the dates and times indicated.
- At the end of the course, participants must complete the course assessment and course evaluation to receive credit.
- If a participant is unable to attend, please withdraw as soon as possible as there may be a waiting list to attend the class.
- If a participant misses any portion of a class, the SCEIS Training Team will contact the participant's supervisor to stress the importance of attendance and provide an explanation of why full credit will not be given.
- Allowances will be made for unforeseeable circumstances, such as illness, emergencies, traffic delays, etc.

If you have questions regarding these courses or any SCEIS training, please email training.sceis@admin.sc.gov.

Happy learning!

The SCEIS Training Team