

ID	Title	Date	Pre-req
ACA100	Affordable Care Act Reporting	Sept. 1	HR100V
OM200	Organizational Management <i>(Register for one of the two available dates.)</i>	Aug. 30 Oct. 4	HR100V
PA250	Personnel Administration <i>(Register for one of the two available dates.)</i>	Sept. 14-15 Oct. 19-20	HR100V
PY200	Payroll Administration <i>(Register for one of the two available dates.)</i>	Nov. 2 Dec. 1	HR100V
RPC100	Report Center for MySCLearning	Nov. 3	Assignment of the Report Manager Role
TM200	Time Administration <i>(Register for one of the two available dates.)</i>	Oct. 12-13 Nov. 15-16	TM101V
TM300	Leave Administration	Nov. 1	TM200
TM400	Advanced Time and Leave Administration	Sept. 28	TM300 and SCEIS validation

*Click on course title for additional course information.*

## Registration Instructions

1. Log in to SCEIS Central.
2. Click the My Talent tile.
3. Click the MySCLearning tile (first-time users create a PIN).
4. In the Find Learning tile, search by course ID or "SCEIS" and click "Go."

### Online Courses

5. Find course title.
6. Click "Start Course."

### Instructor-led Courses

5. Below the course title, click "See Classes."
6. Select class date and click "Register Now."\*
7. At the Registration box, click "Confirm."
8. Receive email confirmation with details and instructions.

\*You must "Register Now" to reserve a seat. "Assign to Me" does not register you.

## Online Courses 24/7 Access

ACP100V: Arrears Clearing Process

BEX100V: Reporting with BEx

BOBJ100V: Intro to Reporting with BOBJ

ECC100V: ECC Basic Navigation

HR100V: Intro to HR and Payroll

HR500V: Year-End Time and Leave Reconciliation

SCEIS100V: SCEIS Central Resources for All Users

SCEISM100V: SCEIS Central for Managers

SCEISM110V: SCEIS Central for Managers — Additional Resources

SCEISTE101V: SCEIS Central Time Entry

TM101V: Fundamentals of Time Administration