

ID	Title	Date	Pre-req
ACA100	Affordable Care Act Reporting	Mar 29 (a.m.)	HR100V
ACP100	Arrears Clearing Process	Apr 19 (a.m.)	HR100V
LMS200	MySCLearning System Administrator <i>(Register for one of the three available dates)</i>	Mar 27-28 Apr 24-25 June 27-28	
LMS300	Advanced MySCLearning Administration <i>(Register for one of the two available dates)</i>	Jan 31 Apr 26	LMS200
OM200	Organizational Management	Mar 6	HR100V
PA250	Personnel Administration	Mar 14-15	HR100V
PY200	Payroll Administration	Mar 1	HR100V
REP200 HR/PY	Reporting Business Objects for HR/PY Users	Apr 17 (p.m.)	BOBJ100V
REP210 HR/PY	Reporting with BEx for HR/PY Users	Apr 17 (a.m.)	
TM200	Time Administration <i>(Register for one of the two available dates)</i>	Feb 14-15 Apr 3-4 <i>(1 ½ days)</i>	TM101V
TM300	Leave Administration <i>(Register for one of the two available dates)</i>	Mar 5 May 17	TM200 or TM200U
TM400	Advanced Time and Leave Administration	Apr 12	TM300 & SCEIS approval

*Click on course title for additional course information.*

## Registration Instructions

1. Log in to MySCEmployee.
2. Click the MySCCentral tab (first-time users create a PIN).
3. Click the MySCLearning tile.
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 Offerings."
6. Find class date and click "Register Now."\*
7. At the Scheduled Offering box, click "Confirm."
8. Receive email confirmation; view details and instructions.

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

## Online Courses 24/7 Access

**BEX100V: SCEIS Reporting  
with BEx**

**BOBJ100V: SCEIS Reporting  
with Business Objects**

**HR100V: Intro to HR and Payroll**

**TM101V: Fundamentals of Time  
Administration**

**TM200U: Time Administration**

**TM300U: Leave Administration**