

ID	Title	Date	Pre-req
ACA100	Affordable Care Act Reporting	March 19 (a.m.)	HR100V
LMS200	MySCLearning System Administrator <i>(Register for one of the two available dates)</i>	Jan. 16-17 May 15-16	
LMS300	Advanced MySCLearning Administration <i>(Register for one of the two available dates)</i>	Jan. 30 June 4	LMS200
OM200	Organizational Management	March 20	HR100V
PA250	Personnel Administration	April 2-3	HR100V
PY200	Payroll Administration	March 5	HR100V
TM200	Time Administration <i>(Register for one of the two available dates)</i>	Feb. 13-14 April 16-17 <i>(1 ½ days)</i>	TM101V
TM300	Leave Administration <i>(Register for one of the two available dates)</i>	March 14 May 14	TM200 or TM200U
TM400	Advanced Time and Leave Administration	April 30	TM300 and SCEIS validation
REP210 HR/PY	Reporting with BEx for HR Users	March 28 (a.m.)	System roles and SCEIS validation
REP200 HR/PY	Reporting Business Objects for HR Users	March 28 (p.m.)	BOBJ100V, system roles and SCEIS validation

Click on course title for additional course information.

Registration Instructions

1. Log in to SCEIS Central (<https://sceiscentrallogin.sc.gov/>).
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 Offerings."
6. Select class date and click "Register Now."*
7. At the Scheduled Offering 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

BEX100V: Reporting with BEx

BOBJ100V: Intro to Reporting with BOBJ

HR100V: Intro to HR and Payroll

HR500: HR Year-End Time and Leave Reconciliation Resources

TM101V: Fundamentals of Time Administration

TM200U: Time Administration

TM300U: Leave Administration

SCEIS100V: SCEIS Central Resources

SCEISM100V: SCEIS Central for Managers