

- Subject:** New and Updated BPPs Related to Leave Accrual Changes Now Available on uPerform
- Audience:** Agency Training Coordinators, HR Directors, Time Administrators, Leave Administrators

The SCEIS Team has updated some existing uPerform Business Process Procedures (BPPs) and created a few new ones to address [recent changes](#) to the way employees accrue leave in SCEIS. These BPPs provide step-by-step instructions for various processes in the areas of Time and Leave Management and Personnel Management that have changed due to the leave accrual changes that went into effect on June 1, 2012. The affected uPerform documents and links to access them are listed below for your convenience.

Time and Leave Management (TM) BPPs:

- PA30_Extend Validity Date for Holiday Comp Prior to Expiration
- PA30_Extend Validity Date for Holiday Comp After Expiration (NEW)
- PA30_Quota Payout
- PA61_Change Work Schedule
- PA61_Shift Substitutions
- PA30_Holiday Comp Forfeit (NEW)
- PA30_Holiday Comp Payout (NEW)

Click the following link to access the **Time and Leave Management (TM)** area of the SCEIS uPerform site: <https://uperform.sc.gov/gm/folder-1.11.15949>.

Personnel Management and Administration (PA) BPPs:

- PA40 Appointment Change
- PA40 Appointment Change_Enter TERI
- PA40 Movement Between Agencies
- PA40 Promotion
- PA40 Separation

Click the following link to access the **Personnel Management and Administration (PA)** area of the SCEIS uPerform site: <https://uperform.sc.gov/gm/folder-1.11.8912>.

Navigation Details

To access these areas of uPerform from the SCEIS homepage (www.sceis.sc.gov):

1. Point your mouse to “Training” in the left-hand navigation bar, then click on “SCEIS uPerform” in the menu that appears.
2. When you reach the uPerform site, select “Human Resources (HR) / Payroll (PY)” from the Areas list.
3. When you reach the Human Resources (HR) / Payroll (PY) page, select the area in which you need instruction, either “Time and Leave Management (TM),” or “Personnel Management and Administration (PA).”



4. Once you reach the appropriate area page, scroll down to select the specific BPP you need to review.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:

<http://www.sceis.sc.gov/requests/>.