OM200 Organizational Management

Description

This instructor-led course covers the Organizational Management (OM) structure and all associated objects including Organizational Units, Positions, and Jobs. This course will teach users how to display their organizational structure, process organizational unit and position actions, and display and maintain OM object infotypes.

Target Audience

Users with the following roles: Job Maintainer, Display Organization Management, Agency Position Control Maintainer, Agency Position Control Approver, Agency Org Chart Maintainer, Agency Funding Approver. Please note, users who are assigned only the workflow roles do not need to attend this course.

Prerequisites

The following *must* be completed before you can register for the classroom training. Completion of prerequisites ensures that participants have the necessary knowledge for class. Material covered in prerequisite courses will not be re-taught in classroom training.

- HR100V Introduction to SCEIS Human Resources and Payroll Online Course. Click here for more information on HR100V.

Registration Instructions

Learn More
at sceis.sc.gov

MySCLearning Tools

1. In Chrome, use your SCEIS user ID and password to log in to SCEIS Central (https://sceiscentrallogin.sc.gov).
2. Click the "My Talent" tile.
3. Click the "MySCLearning" tile.
4. Complete the prerequisite, HR100V. In the "Find Learning" tile, use the search box to type in the course ID (HR100V) and click "Go." Find the course title and click "Start Course."
5. After completing HR100V, type in the course ID (OM200) in the search box and click "Go."
6. Find the course title and click "See Classes."
7. Scroll down and click the "Classes" tab to view class dates.
8. Find the class date you prefer and click "Register Now." If you do not see "Register Now," you have not completed HR100V.
9. At the Registration box, click "Confirm."
10. Receive email confirmation; view details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk.