PA250 Personnel Administration

Description

This instructor-led course covers the following topics:

- Displaying and maintaining employee personnel data.
- Performing personnel actions, such as New Hire, Movement Between Agencies, Reclassification and Reallocation, EPMS Rating, Leave of Absence and Suspension, Salary Adjustment, Employee Separation, Appointment Change and Promotion and Demotion.

Target Audience

Users with the following roles: HR Master Data Maintainer, Employee Records Maintainer, HR Director, Display PA Master Data, Display EEO, Display EPMS, Display Grievances, Display Non-Sensitive Data, Display Salary/Pay Grade, Portal HR Administrator, Agency Employee Relations Maintainer, Grievance Status Administrator. 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.

Course Information

Registration Instructions

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 **View My Learning** tile.
4. In the **Find Learning** tile, use the search box to type in the course ID and click **Search**.
5. Find the course title and click **See Classes**.
6. Scroll down to the **Classes** tab to view class dates.
7. Find the class date you prefer and click **Register Now**. If you do not see **Register Now**, you have not completed the prerequisite.
8. On the Class Details screen, click **Register**.
9. On the Registered pop-up window, click **OK** to close the window.
10. Receive email confirmation with details and instructions.

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