

PY200 Payroll Administration

Description

This instructor-led course provides agency Payroll and Benefits users with an understanding of the Payroll process and covers the following topics:

- Displaying and Maintaining Infotypes that Impact Payroll.
- Wage Types.
- Payroll Calendar.
- Overview of Off-Cycle Payroll Processing.
- Payroll Simulations.
- Overview of Retroactive Accounting.
- Retirement Enrollment and Benefit Integration.
- Payroll Reports – Wage Type Reporter, Missing Infotype Report, Deductions Not Taken and Arrears Report.

Target Audience

Users with the following roles: Payroll Administrator, Benefits Administrator, HR Master Data Maintainers.

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

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.

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If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).