SCEISM100V SCEIS Central Resources for All Managers

Description
This online resource library contains Quick Reference Cards (QRC), "How to" videos and scripts to assist in navigating SCEIS Central. This offering mirrors the layout of SCEIS Central and covers all Manager Self-Service functions.

Course Material

SCEIS Central – MSS Topic:	Format Available:
Log In/Log Out	QRC
SCEIS Central Navigation	QRC
Manager's Inbox	QRC
Approve or Reject a Leave Request	QRC, Video and Video Script
Approve or Reject Travel Requests	QRC
Approve or Reject Expense Reports	QRC
Manager's Outbox	QRC
Approving Working Time Overview	QRC, Video and Video Script
Approve Working Time in the Approve Timesheets Tile	QRC, Video and Video Script
Mass Approval of Working Time	QRC, Video and Video Script
My Team Calendar	QRC
Reminder of Dates & Attendance Overview	QRC
Employee Profile	QRC
Accessing Leave Statement on Behalf of Employee	QRC
Compensation Profile	QRC
Organization Profile	QRC
Position Profile	QRC
Display Working Time & Approved Leave Report	QRC
Emergency Contact Report	QRC
Employee Work Schedule Report	QRC
Formatting and Filtering MSS Reports	QRC
Setting Up Employee List for Travel Maintenance	QRC
Create/Maintain Travel on Behalf of Employees	QRC

Tips for Completing the Course

To get the most out of the SCEISM100V resource library:

- Read the MANAGERS: READ ME FIRST document for instructions on completing and getting credit for the course.

- Not all topics will be applicable to all managers. You should review the topics that pertain to your position.

- For topics with multiple formats, you do not have to review each format. Select the format that best suits your learning preference.

Learn More at sceis.sc.gov

MySCLearning Tools

Accessing the Course:

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. Click **Start Course**.
6. Review the **Start Here** document for additional instructions.