

SCEISTE101V SCEIS Central Time Entry

Description

This online resource library contains Quick Reference Cards (QRC), “How to” videos and scripts to assist in entering working time in SCEIS Central.

Course Material

| SCEIS Central – Time Entry Topic: | Format Available: |
|--|-----------------------------|
| Overview of Time Entry | QRC, Video and Video Script |
| Timesheet Overview | QRC, Video and Video Script |
| Create, Change and Delete an Assignment | QRC, Video and Video Script |
| Create, Change and Delete an Assignment Group | QRC, Video and Video Script |
| Enter Working Time Using an Assignment or Assignment Group | QRC, Video and Video Script |
| Enter Working Time Without Using an Assignment or Assignment Group | QRC, Video and Video Script |
| Enter Working Time with Charge Objects | QRC, Video and Video Script |
| Duplication of Time Records | QRC, Video and Video Script |
| Edit a Time Entry | QRC, Video and Video Script |
| Delete a Time Entry | QRC, Video and Video Script |
| Act As Employee to Enter Their Working Time | QRC |
| My Timesheet Display | QRC |

Tips for Completing the Course

To get the most out of the SCEISTE101V resource library:

- Read the READ ME FIRST: Start Here document for instructions on completing and getting credit for the course.
- Not all topics will be applicable to all users. 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.

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.

Learn More
at sceis.sc.gov

MySCLearning Tools

