Time and Leave Administration

Certification Application

May 2023 Exam

Purpose

The SCEIS Training Accreditation and Recognition (STAR) certification program is designed to identify SCEIS users who have completed specific training requirements in SCEIS HR and payroll modules and can demonstrate their knowledge by passing a certification exam.

Application Requirements

Please read the application requirements listed below. The application deadline is December 1, 2022.

☐ STAR Time and Leave Administration applicants must complete all courses in the Time and Leave Administration Learning Path before applying.

Course:	Format:
ECC100V: SCEIS ECC Basic Navigation	Online
TM101V: Fundamentals of Time Administration	Online
TM200: Time Administration	Instructor-led
TM300: Leave Administration	Instructor-led
HRY500V: SCEIS HR Year-End Time and Leave Reconciliation	Online
TM400: Advanced Time and Leave Administration	Instructor-led

☐ Candidates must have SCEIS security roles that correspond with the Time and Leave Administration Learning Path. The applicable SCEIS security roles are:

- OM-Display Org Management
- PA-HR Master Data Maintainer
- PY-Payroll Administrator
- TM-Time Administrator
- TM-Time Approval
- TM-Display Time & Leave
- TM-HR Leave Administrator
- TM-HR FMLA Event Maintainer

☐ Candidates must have two or more years of experience with the SCEIS security roles that correspond with the Time and Leave Administration Learning Path.

☐ Candidates must attend the virtual orientation meeting for Time and Leave Administration in February 2023.

☐ Candidates must take the STAR exam for Time and Leave Administration on the scheduled date. Exams are administered in May at the SCEIS office.

☐ Candidates must make 80% or above on the STAR exam to receive certification.

SCEIS will validate that the above requirements are met.

Validity Period and Recertification

STAR certification remains valid for five years. Users who wish to renew their certification must complete any new or significantly updated courses required by SCEIS and retake the exam.

Employee Information

Save this application to your desktop. Then open it to complete the form fields listed below.

Name:	
Preferred Name *(if different)*:	
Job Title:	SCEIS Personnel Number:
Agency:	SCEIS Central User ID:
Work Email:	Work Phone:
Agency Street Address:	
City:	Zip Code:

State Hire Date:
Number of years in South Carolina state government:
Number of years processing Time and Leave Administration in SCEIS:

Please describe the time and leave processes you perform in SCEIS:

STAR Time and Leave Administration candidates must complete all courses in the Time and Leave Administration Learning Path. In the Date Completed column below, please enter the date you completed each course.

Click here for instructions on how to view your learning history in MySCLearning. If you cannot determine when you completed the course, enter "unknown" in the Date Completed column.

Course:	Format:	Date Completed
ECC100V: SCEIS ECC Basic Navigation	Online	
TM101V: Fundamentals of Time Administration	Online	
TM200: Time Administration	Instructor-led	
TM300: Leave Administration	Instructor-led	
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Test accommodations are any modifications made to tests or testing conditions that allow participants with physical disabilities or learning disabilities to demonstrate their knowledge and skills in a testing situation.

☐	Yes	I am requesting a test accommodation. If yes, SCEIS Training will contact you for more information.
☐	No	

I have read and understand the above requirements of the STAR Time and Leave Administration certification. I agree that all information provided above is accurate and complete.

Applicant Signature: _____ **Date:** _____

Supervisor Name (printed): _____

Supervisor Signature: _____ **Date:** _____

Supervisor Email: _____

HR Director Name (printed): _____

HR Director Signature: _____ **Date:** _____

HR Director Email: _____

Please email the application to Training.SCEIS@admin.sc.gov.

We will send you an acknowledgement when we receive your application. After the December 1, 2022, application deadline SCEIS will begin reviewing applications to validate that candidates meet all requirements. The validation will be completed by January 15, 2023. SCEIS will send you an email message indicating if you meet the requirements and are able to take the certification exam, or if you are missing requirements.