

From: sceis-ast@sceis.sc.gov

To: SCEIS users

Subject: Admin announces Spring 2026 SCEIS training schedule

The South Carolina Department of Administration's (Admin) Division of Enterprise Applications (DEA) released its Spring 2026 SCEIS training schedule. To register for a course, log into [SCEIS Central](#), and follow the instructions provided. Please review the included course attendance policy; participants must comply with all requirements to receive full training credit.

DEA has moved!

All courses will be conducted in person at DEA's new location in the Columbia Mills Building located at 301 Gervais Street, Second Floor, Columbia, SC 29201.

A reminder email confirming the course location will be sent to registrants before the start of each course. **Please pay special attention to the address and parking instructions included in the reminder email.** Check MySCLearning, in SCEIS Central, for the latest course information.

January 2026

Jan. 22	9 a.m.-5 p.m.	SPC200 Shopping Cart Workshop
Jan. 27	9 a.m.-5 p.m.	GL300 General Ledger Accounting
Jan. 28	9 a.m.-5 p.m.	REP210 Reporting with BEx for Human Resource and Payroll Users
Jan. 29	9 a.m.-5 p.m.	FM300 Funds Management

February 2026

Feb. 3-4	9 a.m.-5 p.m. Daily	PR217 Creating and Managing Purchase Orders
Feb. 5	9 a.m.-5 p.m.	AR300 Accounts Receivable Invoice Processing
Feb. 11-12	9 a.m.-5 p.m. Daily	PA250 Personnel Administration
Feb. 18-19	9 a.m.-5 p.m. Daily	PR260 Strategic Purchasing and Contract Management
Feb. 25	9 a.m.-5 p.m.	TM400 Advanced Time and Leave Administration

Feb. 26 9 a.m.-5 p.m. [PY200 Payroll Administration](#)

March 2026

March 10-11 9 a.m.-5 p.m.
Daily [AP300 Accounts Payable Invoice Processing](#)

March 12 9 a.m.-noon [ACA100 Affordable Care Act Reporting](#)

March 17-18 17: 9 a.m.-5 p.m.
18: 9 a.m.-noon [TM200 Time Administration](#)

March 19 9 a.m.-5 p.m. [OM200 Organizational Management](#)

March 26 9 a.m.-5 p.m. [REP210 Reporting with BEx for Finance and Materials Management Users](#)

March 31 9 a.m.-5 p.m. [TM300 Leave Administration](#)

April 2026

April 15 9 a.m.-5 p.m. [AM325 Asset Management](#)

April 16 9 a.m.-1 p.m. [GM300 Grants Management](#)

April 27-28 9 a.m.-5 p.m.
Daily [PS300 Project Systems](#)

Registration Instructions

1. Using your internet browser, log into [SCEIS Central](#) using your SCEIS user ID and password.
2. Click the **My Talent** tile.
3. Click the **View My Learning** tile.
4. From the **Learning** screen, type the course ID (e.g., PR217) in the search box, and click **Search**.
5. Locate the course title and click **Show Classes**.
6. Scroll down and click the **Classes** tab to view the class date.
7. Select the class date.
8. Click the **Register** button.

You will receive an email confirmation with course details and further instructions. If you do not receive a confirmation email, please contact the [SCEIS Service Desk](#).

Access [MySCLearning Tools](#) for additional assistance.

Attendance Policy

- Participants must attend the entire class for the dates and times indicated.
- At the end of the course, participants must complete the course assessment and course evaluation to receive credit.
- If a participant is unable to attend, please withdraw as soon as possible as there may be a waiting list to attend the class.
- If a participant misses any portion of a class, the SCEIS Training Team will contact the participant's supervisor to stress the importance of attendance and provide an explanation on why full credit will not be given.
- Allowances will be made for unforeseeable circumstances, such as illness, emergencies, traffic delays, etc.

For questions regarding these courses or any SCEIS training, please email training.sceis@admin.sc.gov.

Happy learning!

The SCEIS Training Team