

**From:** [sceis-ast@sceis.sc.gov](mailto:sceis-ast@sceis.sc.gov)

**To:** SCEIS users

**Subject:** Admin announces Spring 2026 SCEIS training schedule

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

**February 2026**

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

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

### **March 2026**

<b>March 10-11</b>	9 a.m.-5 p.m. Daily	<a href="#"><b>AP300 Accounts Payable Invoice Processing</b></a>
<b>March 12</b>	9 a.m.-noon	<a href="#"><b>ACA100 Affordable Care Act Reporting</b></a>
<b>March 17-18</b>	17: 9 a.m.-5 p.m. 18: 9 a.m.-noon	<a href="#"><b>TM200 Time Administration</b></a>
<b>March 19</b>	9 a.m.-5 p.m.	<a href="#"><b>OM200 Organizational Management</b></a>
<b>March 26</b>	9 a.m.-5 p.m.	<a href="#"><b>REP210 Reporting with BEx for Finance and Materials Management Users</b></a>
<b>March 31</b>	9 a.m.-5 p.m.	<a href="#"><b>TM300 Leave Administration</b></a>

### **April 2026**

<b>April 15</b>	9 a.m.-5 p.m.	<a href="#"><b>AM325 Asset Management</b></a>
<b>April 16</b>	9 a.m.-1 p.m.	<a href="#"><b>GM300 Grants Management</b></a>
<b>April 27-28</b>	9. a.m.-5 p.m. Daily	<a href="#"><b>PS300 Project Systems</b></a>

### **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](mailto:training.sceis@admin.sc.gov).

Happy learning!

The SCEIS Training Team