

SCEIS Spring 2022 Training Schedule Announced

Note: SCEIS has scheduled additional classes in April, May and June due to increased enrollment.

Beginning January 2022, SCEIS classes will be held in-person at 1628 Browning Road, Columbia.

The schedule below provides a high-level view of upcoming SCEIS training opportunities.

Learn More
at sceis.sc.gov

MySCLearning Tools

Registration Instructions

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 "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (for example, PR217) and click "Go."
5. Find the course title and click "See Classes."
6. Scroll down and click the "Classes" tab to view the class date.
7. Find the class date and click "Register Now."
8. At the Class box, click "Confirm."
9. Receive email confirmation, view details and instructions.



If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).

Spring 2022 Training Schedule

January 2022

Thu., Jan. 27
(9 a.m.-5 p.m.)

LMS100 MySCLearning Basic Management

February 2022

Tue.-Wed., Feb. 8-9
(9 a.m.-5 p.m. each day)

PR217 Creating and Managing Purchase Orders

Thu., Feb. 10
(9 a.m.-5 p.m.)

FM300 Funds Management

February 2022 (cont.)

Wed., Feb. 23
(9 a.m.-5 p.m.)

GL300 General Ledger Accounting

Thu., Feb. 24
(9 a.m.-5 p.m.)

LMS200 MySCLearning Course Management

March 2022

Thu., Mar. 3
(9 a.m.-5 p.m.)

OM200 Organizational Management

~~Tue., Mar. 8
(9 a.m.-5 p.m.)~~

~~**AR300 Accounts Receivable Invoice Processing**~~

Wed., Mar. 9
(9 a.m.-5 p.m.)

FM300 Funds Management

Thu., Mar. 10
(9 a.m.-5 p.m.)

LMS300 MySCLearning Assignment Management

Mon., Mar. 14
(1-4 p.m.)

ACA100 Affordable Care Act Reporting

Tue.-Wed., Mar. 15-16
(9 a.m.-5 p.m. each day)

PA250 Personnel Administration

Thu.-Fri., Mar. 17-18
(9 a.m.-5 p.m. each day)

PR217 Creating and Managing Purchase Orders

Tue., Mar. 22
(9 a.m.-5 p.m.)

TM400 Advanced Time and Leave Administration

Wed.-Thu., Mar. 23-24
(9 a.m.-5 p.m. each day)

AP300 Accounts Payable Invoice Processing

Tue., Mar. 29
(9 a.m.-5 p.m.)

RPC100 Report Center for MySCLearning

Wed.-Thu., Mar. 30-31
Mar. 30 (9 a.m.-5 p.m.)
Mar. 31 (9 a.m.-noon)

TM200 Time Administration

April 2022

Fri., Apr. 1
(9 a.m.-5 p.m.)

OM200 Organizational Management

Mon.-Tue., Apr. 4-5
(9 a.m.-5 p.m. each day)

PA250 Personnel Administration

Tue., Apr. 12
(9 a.m.-5 p.m.)

LMS100 MySCLearning Basic Management

Tue., Apr. 19
(9 a.m.-5 p.m.)

TM300 Leave Administration

Tue-Wed., Apr. 26-27
(9 a.m.-5 p.m. each day)

PR260 Strategic Purchasing and Contract Management

Thu., Apr. 28
(9 a.m.-5 p.m.)

PY200 Payroll Administration

Fri., Apr. 29
(9 a.m.-5 p.m.)

GL300 General Ledger Accounting

May 2022

Mon.-Tue., May 2-3
May 2 (9 a.m.-5 p.m.)
May 3 (9 a.m.-noon)

TM200 Time Administration

Wed., May 4
(9 a.m.-1 p.m.)

AM300 Asset Masters and Asset Reporting

Thu., May 5
(9 a.m.-5 p.m.)

AM315 Advanced Asset Management

Thu., May 12
(9 a.m.-5 p.m.)

GM300 Grants Management

Wed., May 18
(9 a.m.-5 p.m.)

PY200 Payroll Administration

Tue-Wed., May 24-25
(9 a.m.-5 p.m. each day)

PR260 Strategic Purchasing and Contract Management

June 2022

Wed., June 1
(9 a.m.-1 p.m.)

AM300 Asset Masters and Asset Reporting

Tue., June 7
(9 a.m.-5 p.m.)

GM300 Grants Management

If you have any questions about this SCEIS Training information, please email them to training.sceis@admin.sc.gov.