

## TM200U SCEIS Time Administration

### Description

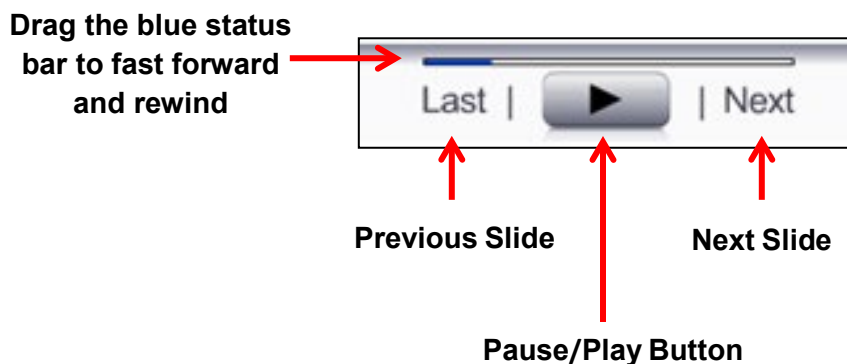
This online course familiarizes users with key concepts and terms of time administration in SCEIS along with work schedules, user roles, and time evaluation. Users will learn how to enter and correct time in the CATS time sheet for single and multiple employees and how to record special working times, wage types, and charge objects in the system. Additionally, users will learn when and how to apply work schedule substitutions and how substitutions affect pay and leave. The course also reviews SCEIS time, leave, and wage type reports.

### Course Lessons and Timing

Lesson	Minutes Per Lesson
Lesson 1 – Time Administration Overview	33:58
Lesson 2 – SCEIS Time and Leave Entry	39:35
Lesson 3 – Substitutions	15:10
Lesson 4 – Time Reports	19:40
<b>Total</b>	<b>1:48:23</b>

### Course Navigation

The times above are estimates. Within the course, participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen. Depending on the participant, the lesson times may be shorter or longer than those listed above.



## Tips for Completing the Course

To get the most out of the TM200U online course:

- Take breaks after watching one or two sections of the course to retain as much information as possible.
- Take notes or print the PowerPoint version of the course found in the “Course Documents” folder in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.
- Print the course script from the “Course Documents” folder in MySCLearning.

### Accessing the Course:

1. In Internet Explorer, use your SCEIS user ID and password to log into 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 (TM200U) and click “Go.”
5. Click “Start Course.”
6. Review the “Start Here” document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.

Learn More  
at [sceis.sc.gov](https://sceis.sc.gov)

MySCLearning Tools

