TM200V SCEIS Time Administration

Description

This online course covers the following topics:

- Entering and correcting time and leave in the Cross Application Timesheet (CATS or CAT2), including charge objects and special working times.
- Time reports, such as Missing Time Report, CATS_DA Display Working Times, Time Evaluation Messages Display, Time Collision Report, PT_QTA10 Display Absence Quota Information, PT_BAL00 Time Balances/Wage Types, among others.
- Creating, editing and deleting substitutions.
- When substitutions are necessary and how they affect pay.

TM200V is the online version of the instructor led TM200 Time Administration course. If you complete TM200V, you will get credit for TM200.

Target Audience

Users with the following roles: Time Administrator, HR Leave Administrator, HR Master Data Maintainer

Prerequisites

The following *must* be completed before you can begin TM200V. Completion of prerequisites ensures that participants have the necessary knowledge for the course.

- TM101V Introduction to SCEIS Human Resources and Payroll Online Course. Click [here] for more information on TM101V.

Course Modules and Timing

Module	Minutes Per Module
Module 1 – Enter Time and Leave in CAT2	30:00
Module 2 – Enter Time and Leave in CAT2 with Charge Objects	10:20
Module 3 – Correct Time and Leave in CAT2	6:10
Module 4 – Enter Special Working Times in CAT2	24:00
Module 5 – View Previously-Entered Time	3:10
Module 6 – Time Reports	49:35
Module 7 – Create, Edit and Delete Substitutions	18:31
Module 8 – When are Substitutions Necessary?	7:05
Module 9 – Substitutions and their Impact on Pay and Leave Accruals	12:21
Total (approximate)	**2 hrs. 47 mins.**

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.
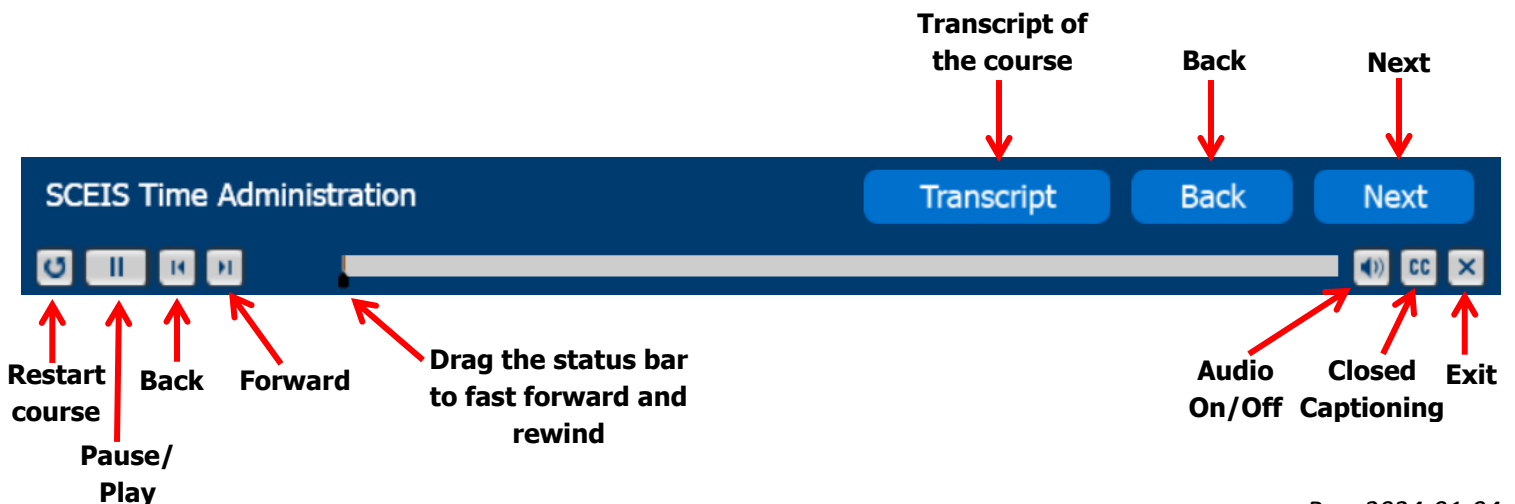
Tips for Completing the Course

To get the most out of the TM200V online course:

- Print the TM200 course manual 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.

- If needed, print the course script from the "Course Documents" folder in MySCLearning.

Accessing the Course:

Learn More
at sceis.sc.gov

MySCLearning Tools

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 **View My Learning** tile.
4. In the **Find Learning** tile, use the search box to type in the course ID and click **Search**.
5. Click **Start Course**. If you do not see **Start Course**, you have not completed the prerequisite.
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.