

## TM200 Time Administration

### Description

This instructor-led course covers the following topics:

- The importance of work schedule rules, FLSA work periods and Time Management Statuses
- Entering and correcting time and leave in the Cross Application Timesheet (CATS) to include special working times
- Creating substitutions and how they affect pay
- 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

### 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 register for the classroom training. Completion of prerequisites ensures that participants have the necessary knowledge for class. Material covered in prerequisite courses will not be re-taught in classroom training.

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

## Registration Instructions

1. In Chrome, 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. Complete the prerequisite, TM101V. In the "Find Learning" tile, use the search box to type in the course ID (TM101V) and click "Go." Find the course title and click "Start Course."
5. After completing TM101V, type the course ID (TM200) in the search box and click "Go."
6. Find the course title and click "See Classes."
7. Scroll down and click the "Classes" tab to view class dates.
8. Find the class date you prefer and click "Register Now." If you do not see "Register Now," you have not completed TM101V.
9. At the Registration box, click "Confirm."
10. Receive email confirmation; view details and instructions.

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

MySCLearning Tools



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