

Subject: New TM300V SCEIS Leave Administration Online Course Now Available in MySCLearning
Audience: Time Administrators, HR Leave Administrators, HR Master Data Maintainers, HR FMLA Event Maintainers

The new TM300V SCEIS Leave Administration online course is now available in MySCLearning.

In TM300V, users learn about:

- Quota (leave) types.
- How to change a work schedule rule.
- How to manage leave limits.
- Quota corrections and adjustments.
- How to create a Family and Medical Leave Act (FMLA) event and process FMLA absences.
- Leave reports, such as PT50 Quota Overview, Unapproved Leave Report, Leave Accrual Report, Time Transfer Specifications (IT2012) Report, Leave Pool Transaction Report and FMLA Workbench Report.

For more information on the TM300V online course, see the [TM300V Course Information document](#).

TM300V is the online version of the instructor-led TM300 Leave Administration course. If you complete TM300V, you will get credit for TM300.

If you have any questions about this message, please email the SCEIS Training Team (training.sceis@admin.sc.gov).