Time and Leave Administrators -

There are seats still available in the November 1-2 TM200 Time Administration class and the November 15 TM300 Leave Administration class. The SCEIS Team encourages Time and Leave Administrators who are interested in these classes to register today! **Note: The online pre-requisite course, TM101V Fundamentals of Time Administration, must be taken before the system will allow you to register for the TM200 class. TM200 is a pre-requisite for the TM300 course.**

Click the links below to find the details about the courses, including the name, description, target audience, dates, location and registration information. **Please forward this message to appropriate staff members within your agency.**

TM101V Fundamentals of Time Administration - Pre-requisite Online Course Information

TM200 Time Administration - Course Information

TM200 - Section 04 – Fall 2016 Details
Class Date: Tuesday and Wednesday, November 1-2, 2016
Class Time: 9:00 a.m. to 5:00 p.m. on Tuesday, November 1
             9:00 a.m. to 12:00 p.m. on Wednesday, November 2
Class Location:
Room 202, SCEIS Office
1628 Browning Road, Columbia, SC

TM300 Leave Administration - Course Information

TM300 – Section 04 – Fall 2016 Details
Class Date: Tuesday, November 15, 2016
Class Time: 9:00 a.m. to 5:00 p.m.
Class Location:
Room 202, SCEIS Office
1628 Browning Road, Columbia, SC

Registration Instructions:
SCEIS has a new registration process using MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (https://myscemployee.sc.gov).
2. In the upper left area of the page, click the MySCLearning tab.
3. Beside the MySCLearning logo, click "Home" and select "Learning."
4. In the "Find Learning" tile, use the search box.
    a. Type in the course ID and click "Go." Or -
    b. Type in "SCEIS" to view all SCEIS courses.
5. Find a course title and expand "View Course Dates."
6. Find the class date you prefer, and click "Register Now."
7. At the Scheduled Offering box, click "Confirm."
8. Watch for your confirmation email, with class details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: http://www.sceis.sc.gov/requests/.

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

Thank you,
SCEIS Training Team