



## HR Administration

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The evolution of technology has changed the way that HR manages many of its functions, including payroll. In this class you will learn the basics of the payroll process, how using HR technology can save time and money for your organization, and the growing demand and importance of HR metrics. You will also discover state and federal recordkeeping requirements, what to keep in a personnel file and important HR technology terminology.

### Who Should Take This Course?

This course is designed for anyone interested in the role of the HR Generalist in payroll processes, who wants to know how to use technology for HR functions and wants to understand which reporting requirements relate to HR.

### Course Objectives

- Explain the HR Generalist's role in payroll, recordkeeping and reporting.
- Describe the basic payroll process.
- Identify common Human Resource Management Systems (HRMS).
- List the basic recordkeeping requirements for HR.
- Identify common computer-related terms and acronyms.

### Course Info

- Length: 3 hours
- Format: Classroom instruction, demonstration and exercises
- Prerequisite: None

### Course Content

**Explain the HR Generalist's role in payroll, recordkeeping and reporting.**

**Describe the basic payroll process.**

- Typical payroll process
- HR's role in payroll
- Legally accepted payroll deductions

**Identify common Human Resource Management Systems (HRMS).**

- Understand the benefits of using HRMS
- Typical HRMS modules
- Future of HR technology
- Common computer-related terms and acronyms
- HR metrics



## CONTINUING EDUCATION Course Outline

### List the basic recordkeeping requirements for HR.

- Federal and Washington State recordkeeping requirements
- Federal and state posting requirements
- What to keep in personnel files, and what to keep separate
- Access to personnel files
- Special guidance on medical files
- Data destruction/litigation holds
- Data forensics

### Identify common computer-related terms and acronyms.

### Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

### Course Completion Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.\* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

### Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance\* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

\*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at [dss@greenriver.edu](mailto:dss@greenriver.edu); by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit [www.greenriver.edu/student-affairs/disability-support-services.htm](http://www.greenriver.edu/student-affairs/disability-support-services.htm). The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

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