



## CONTINUING EDUCATION

### Course Outline

# 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

### 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/Continuing Education Unit (CEU) 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 Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend\* 80 percent of the course to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

## Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the HR Generalist Certificate, you must attend\* 80 percent of the entire certificate program (calculated by total number of sessions). If you complete a certificate program by taking courses individually, you can [request a Certificate of Completion online](#).

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

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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. Green River College is an equal opportunity educator and employer. Learn more at [www.greenriver.edu/accessibility](http://www.greenriver.edu/accessibility).