

HR 65.2 Course Outline as of Fall 1998**CATALOG INFORMATION**

Dept and Nbr: HR 65.2 Title: FUND OF SALARY ADMI

Full Title: Fundamentals of Salary Administration

Last Reviewed: 1/25/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	8.00	2	Lecture Scheduled	16.00
Minimum	1.00	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	8.00		Contact Total	16.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00

Total Student Learning Hours: 48.00

Title 5 Category: AA Degree Applicable

Grading: P/NP Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: BMG 65.2

Catalog Description:

Participant will learn the impact of salaries on recruiting and retention of employees. How to determine market rate and read salary surveys. Fundamentals of payroll administration including wage & hour laws, exempt vs. non-exempt employment status and how to calculate base pay, overtime pay, vacation and sick leave pay, and final pay will be presented.

Prerequisites/Corequisites:**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: Participants will learn the impact of salaries on recruiting and retention of employees. How to determine market rate and read salary surveys. Fundamentals of payroll administration including wage and hour laws, exempt vs. non-exempt employment status and how to calculate base pay, overtime pay, vacation and sick leave pay, and final pay will be presented. (P/NP Only)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree: **Area** Effective: Inactive:

CSU GE: **Transfer Area** Effective: Inactive:

IGETC: **Transfer Area** Effective: Inactive:

CSU Transfer: Transferable Effective: Spring 1996 Inactive:

UC Transfer: Effective: Inactive:

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Each participant will be able to:

1. state California and Federal wage and hour laws that are applicable to payroll administration;
2. calculate an employee's pay from a timecard with all the appropriate withholdings;
3. state three different types of salary administration programs and the advantages and disadvantages of each;
4. identify how to implement a salary administration program with controls.

Topics and Scope:

Participants will discuss current payroll practices and techniques as viewed from the legal requirements of the California Wage & Hour laws and the Fair Labor Standards Act. Timecards, government filings and withholdings will be practiced. Salary administration discussions will include, hourly pay ranges, salary and bonus schemes, commission plans and lump sum payments. Also addressed will be COLA, merit systems and administration of any pay plan.

Assignment:

Participants will read time cards and calculate an employee's pay.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing
0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Field work

Problem solving
5 - 40%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances

Skill Demonstrations
20 - 40%

Exams: All forms of formal testing, other than skill performance exams.

None

Exams
0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

ATTENDANCE

Other Category
10 - 50%

Representative Textbooks and Materials:

Instructor will provide appropriate laws and other resources materials as part of a lab fee.