HR 62 Course Outline as of Fall 2018

CATALOG INFORMATION

Dept and Nbr: HR 62 Title: HR RECORDS ADMIN
Full Title: Human Resource Records
Last Reviewed: 9/9/2024

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00	Lab Scheduled	0	3	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.00		Contact Total	17.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00 Total Student Learning Hours: 52.50

Title 5 Category:	AA Degree Applicable
Grading:	Grade or P/NP
Repeatability:	00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:	
Formerly:	HR 65.3

Catalog Description:
Fundamentals of labor and employment records administration in compliance with California and Federal laws. Topics include creating a legally compliant record keeping system which addresses issues of technological options, confidentiality, correct filing, record retention, and document posting. Regulations regarding recordkeeping are discussed in-depth, including regulations on confidentiality, privacy, leaves of absence, wage and hour, safety, medical information, benefits, and identity theft. Includes hands-on use of a functioning Human Resource Information System (HRIS) database.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:
Description: Fundamentals of labor and employment records administration in compliance with California and Federal laws. Topics include creating a legally compliant record keeping system

which addresses issues of technological options, confidentiality, correct filing, record retention, and document posting. Regulations regarding recordkeeping are discussed in-depth, including regulations on confidentiality, privacy, leaves of absence, wage and hour, safety, medical information, benefits, and identity theft. Includes hands-on use of a functioning Human Resource Information System (HRIS) database. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100
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:
Both Certificate and Major Applicable

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Apply California and Federal regulations to employment records.
2. Organize and maintain a compliant and efficient employment recordkeeping system.
3. Demonstrate competency in use of automated HRIS.

Objectives:
At the conclusion of this course, the student should be able to:
1. Describe and apply privacy requirements stipulated by Family Medical Leave Act (FMLA), American's with Disabilities Act (ADA), California regulations, Health Insurance Portability and Accountability Act (HIPAA), and related laws.
2. Identify which California and Federal regulations have recordkeeping components and how those regulations impact employment records.
3. Develop effective policies and procedures regarding access to employment documents.
4. Describe which employment records must be retained, where they must be retained, and for how long they must be retained.
5. Demonstrate ability to navigate and apply tools contained in an HRIS. Enter data, produce reports, and update information.

Topics and Scope:

I. Confidentiality, Privacy & Access of Employment Files

A. Privacy Requirements and Legal Implications
B. Access to Records by Management, Employees, and Auditors

II. Organization of Employee Records
A. Work Related Records
B. Medical Records
C. Personal/Financial Records
D. HRIS data availability and organization

III. Hiring and Subject Files
A. Recruitment Records
B. Investigation Records
C. Payroll Records
D. HRIS employment entry and onboarding

IV. Record Retention
A. California State Requirements
B. Federal Requirements
C. Use of HRIS to keep process current

V. Immigration/Citizenship Records
A. I-9 Requirements
B. Record Identification Process
C. Legal Implications

VI. Equal Employment Opportunity (EEO) and Vets-100 Form Requirements
A. EEO-1 Reports - with HRIS report options
B. Vets-100 Reports - with HRIS report options
C. Employee Identification Process
D. Applicant Identification Process

VII. Safety Records
A. Occupational Safety and Health Administration (OSHA) and Cal-OSHA Requirements
B. Written Safety Programs
C. Workers Compensation Documentation
D. Legal Implications
E. Use of HRIS to assist with workers compensation process

VIII. Consolidated Omnibus Budget Reconciliation Act (COBRA) and Cal-COBRA
A. Required Notices
B. Mandated Time Lines and Procedures
C. Use of HRIS on benefits administration and COBRA tracking.

IX. Employee Retirement Income Security Act (ERISA) Requirements

X. HIPAA Notices
A. Medical Information Privacy Requirements
B. Continuation of Coverage Requirements

XI. Employment Posters and Record Keeping Systems
A. California State Requirements
B. Federal Requirements
C. Technological Options (Cloud, Software, Hardware) in maintaining records and producing reports

Assignment:

1. Develop a policy document on an employment topic
2. Identify typical employment documents and correctly place them in the appropriate files
3. Complete 4-5 quizzes
4. Read weekly text assignments of approximately 8 to 12 pages
5. Prepare and conduct an audit of an actual employer's posters; submit a summary of results

6. Using a HRIS system, enter and manipulate data to update policies, hire and evaluate employees, and process other transactions such as processing a workers compensation claim. Submit a report on HRIS benefits and usage

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.

Write a report on Human Resource Information Systems benefits; Develop an employment policy.	Writing 30 - 40%

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

Submit a summary of a poster audit.	Problem solving 10 - 20%

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

Identify proper filing locations of specified employment documents; Enter and manipulate data and issue reports in HRIS	Skill Demonstrations 20 - 30%

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

Quizzes	Exams 20 - 40%

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

None	Other Category 0 - 0%

Representative Textbooks and Materials:
Instructor prepared materials