

HR 62 Course Outline as of Fall 2025**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:

Students will study the fundamentals of labor and employment records administration in compliance with California and Federal laws. Students will learn the fundamentals of creating a legally compliant recordkeeping system, addressing 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, wages and hours, safety, medical information, benefits, and identity theft. Students will gain hands-on experience utilizing a Human Resource Information System (HRIS) database.

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

Description: Students will study the fundamentals of labor and employment records administration in compliance with California and Federal laws. Students will learn the

fundamentals of creating a legally compliant recordkeeping system, addressing 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, wages and hours, safety, medical information, benefits, and identity theft. Students will gain hands-on experience utilizing a Human Resource Information System (HRIS) database. (Grade or P/NP)

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:

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.

Objectives:

At the conclusion of this course, the student should be able to:

1. Describe and apply privacy requirements stipulated by the Family Medical Leave Act (FMLA), Americans 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, and 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 and 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 and Citizenship Records
 - A. I-9 Employment Eligibility Verification form requirements
 - B. Record identification process
 - C. Legal implications
- VI. Equal Employment Opportunity (EEO) and Vets-100 Form Requirements
 - A. EEO-1 reporting
 - B. Vets-100 reporting
 - 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. Worker's 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 timelines 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 Recordkeeping Systems
 - A. California state requirements
 - B. Federal requirements
 - C. Technological options (cloud, software, hardware) in maintaining records and producing reports

Assignment:

1. Weekly required reading
2. Develop a policy document on an employment topic
3. Identify typical employment documents and correctly place them in the appropriate files
4. Weekly quizzes
5. Weekly exercises in the HRIS system

6. Weekly discussion board assignments

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.

Develop a policy document on an employment topic, discussion boards

Writing
10 - 20%

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

Weekly exercises in the HRIS system

Problem solving
30 - 40%

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