COURSE SYLLABUS

Federal Human Resources Processing Certificate Program

Gain the essential knowledge and federal-specific procedures needed to accurately process personnel actions in the HR environment. Ideal for HR assistants and federal staff responsible for administering personnel changes.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/certificates/federal-human-resources-processing-program



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Course Outline

This package includes these courses

- Federal Human Resources Management Course (24 Hours)
- Processing Federal Personnel Actions Course (40 Hours)
- Adjudicating and Applying Veterans' Preference Course (8 Hours)
- Calculating Service Computation Dates Course (8 Hours)
- Federal Employee Benefits & SSA Entitlements for Administrators Course (8 Hours)
- Federal Employee Health Benefits for Administrators (8 Hours)
- Federal Employee Retirement Benefits for Administrators: CSRS & FERS Introduction (16 Hours)

Attend the AI for Federal HR Classification course for free as part of this certificate. Choose your date after you register for the program.

AI for Federal HR Classification Course

Federal Human Resources Management Course

This course introduces participants to the principles and processes of federal human resources management (HRM) within the unique merit system environment. Through expert instruction, participants will explore key HRM functions and their interrelationships to effectively manage federal employees.

- Principles of federal HRM and their impact on decision-making.
- Compensation processes, including classification, pay, and benefits.
- Federal hiring processes and equal pay for equal work.
- Strategies to improve employee engagement and workforce satisfaction.
- Performance management, including employee development and appraisals.

- Equal Employment Opportunity (EEO), employee relations, and labor relations programs.

Processing Federal Personnel Actions Course

Gain the expertise to document and process federal personnel actions with precision and compliance. This course covers essential forms, terminology, and procedures to ensure accurate and efficient HR operations.

- Utilizing the Guide to Processing Personnel Actions for SF-52 and SF-50 forms.
- Selecting the appropriate nature of action codes, legal authorities, and remarks.
- Computing service computation dates and determining retirement coverage.
- Adjudicating and documenting veterans' preference entitlements.
- Managing within-grade increases, probationary periods, and career tenure requirements.
- Understanding the impact of allowable non-pay time on personnel actions.

Adjudicating and Applying Veterans' Preference Course

Gain the skills to assess and apply veterans' preference accurately and keep your personnel actions compliant with current federal hiring law.

- Define veteran, disabled veteran, and preference eligible.
- Explain the history of veterans’ preference.
- Identify the circumstances when preference applies.
- Identify the types of veterans’ preference.
- Resolve veterans’ preference claims.
- Apply veterans’ preference to competitive and excepted service appointments.
- Discuss disqualification procedures for preference eligibles.
- Apply special appointing authorities for veterans, including VRA, 30-percent or more disabled veterans, disabled veterans in a VA training program, and VEOA.
- Describe affirmative action for certain veterans under Title 38.
- Explain the reinstatement rights of preference eligibles.
- Explain restoration rights after uniformed service.
- Apply veterans’ preference in a reduction in force.

Calculating Service Computation Dates Course

Learn to determine creditable service and compute all types of Service Computation Dates accurately. This course emphasizes hands-on exercises to verify service, apply SCD rules, and make necessary updates.

- Understanding what Service Computation Dates (SCDs) are and their importance.
- Determining creditable service for civil and uniformed employment.
- Verifying prior service and computing SCDs for leave, RIF, TSP, and retirement.
- Recognizing when and how to update an employee's SCD.
- Applying differences between SCD types, including severance pay.

Federal Employee Benefits & SSA Entitlements for Administrators Course

This course provides HR professionals and retirement counselors with the knowledge to explain how Social Security and

Medicare benefits interact with federal retirement systems. Participants will gain a comprehensive understanding of eligibility, benefit calculations, and how these programs affect retirement planning for federal employees.

- **Social Security Benefits:** Explains eligibility requirements, benefit computation, and how Social Security integrates with CSRS and FERS annuities.
- **Medicare Coverage:** Describes Medicare Parts A, B, C, and D, including enrollment periods, coverage options, and coordination with FEHB plans.
- **Integration with Federal Retirement Systems:** Examines how Social Security and Medicare impact federal employees' overall retirement income and long-term financial planning.
- **Retirement Counseling Application:** Builds the skills needed to guide employees through the process of applying for Social Security and Medicare, providing clear advice on how these programs influence retirement timing and benefits decisions.

Federal Employee Health Benefits for Administrators

This course provides HR professionals and benefits counselors with the essential knowledge to administer and explain federal health and insurance programs. Participants gain a clear understanding of eligibility, enrollment, and key benefit features to confidently guide employees and retirees.

- **FEHB Program:** Eligibility, enrollment actions, plan types, and continuation of coverage.
- **FEGLI Program:** Basic and Optional coverage, life-event elections, and retirement requirements.
- **FLTCIP:** Eligibility, coverage features, and long-term care considerations.
- **Flexible Spending Accounts (FSAFEDS):** Health Care, Limited Expense, and Dependent Care FSAs, including contribution rules and tax advantages.

Federal Employee Retirement Benefits for Administrators: CSRS & FERS Introduction

This course provides HR professionals and retirement planners with the essential knowledge to advise federal employees on retirement benefits under the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). Participants will gain an in-depth understanding of eligibility requirements, service crediting, benefit computation, and the Thrift Savings Plan (TSP) to support informed retirement decisions.

- Explain the features of CSRS and FERS
- Determine whether an employee satisfies retirement eligibility requirements under CSRS and FERS
- Determine how an employee's service is credited for retirement purposes
- Determine retirement coverage for employees who are newly hired, rehired, transferred between agencies, or convert from one type of appointment to another
- Help employees locate, identify, and follow appropriate regulatory and procedural guidance governing their federal benefits
- Explain the basic features of the Thrift Savings Plan