

# 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 in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto: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 (18 Hours)
- Processing Federal Personnel Actions (30 Hours)
- Adjudicating and Applying Veterans' Preference (6 Hours)
- Federal Employee Benefits (30 Hours)
- Calculating Service Computation Dates (6 Hours)

## Federal Human Resources Management

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

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**

Gain a comprehensive understanding of veterans' preference laws, including who qualifies and when preferences apply. This course covers adjudication processes, special appointing authorities, and practical applications in competitive and excepted services.

- Identifying circumstances when a veteran's preference applies.
- Understanding types of veterans' preference, including for spouses and family members.
- Adjudicating veterans' preference claims accurately.
- Applying veterans' preference in competitive and excepted service appointments.
- Utilizing special appointing authorities like VRA and 30% or More Disabled Veterans.

## **Federal Employee Benefits**

This course equips HR professionals with the expertise to analyze and explain federal employee benefits to new, current, and separating employees. Participants will gain a comprehensive understanding of federal health, life insurance, retirement, and savings programs to address employee inquiries effectively.

- Federal Employees Health Benefits (FEHB) program, including eligibility, retirement, and Medicare integration.
- Federal Employees Group Life Insurance (FEGLI) program, including coverage, retirement options, and survivor benefits.
- Thrift Savings Plan (TSP), including participation rules, withdrawal options, and tax implications.
- Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS), including eligibility, creditable service, and annuity calculations.
- Social Security basics, including eligibility, survivor benefits, and Medicare coverage.

## **Calculating Service Computation Dates**

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.