

HR Training Content

HR assistants are involved with nearly all programs and services that relate to a company's human resources division. Their work, which is often decidedly administrative in nature, involves documenting grievances, terminations, absences, performance reports, and compensation and benefits information.

- **Recruitment/New Hire Process**
- **Payroll and Benefits Administration**
- **Record Maintenance**

Recruitment/New Hire Process

- Participating in recruitment efforts
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Collecting employment and tax information
- Ensuring background and reference checks are completed
- Preparing new employee files
- Overseeing the completion of compensation and benefit documentation
- Orienting new employees to the organization (setting up a designated login, workstation, email address, etc.)
- Conducting benefit enrollment process
- Administering new employment assessments
- Serving as a point person for all new employee questions

Payroll and Benefits Administration

- Processing payroll, which includes ensuring vacation and sick time are tracked in the system
- Answering payroll questions
- Facilitating resolutions to any payroll errors
- Participating in benefits tasks, such as claim resolutions, reconciling benefits statements, and approving invoices for payment

Record Maintenance

- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records
- Maintaining records related to grievances, performance reviews, and disciplinary actions
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Performing payroll/benefit-related reconciliations
- Performing payroll and benefits audits and recommending any correction action
- Completing termination paperwork and assisting with exit interviews