

Information Technology and Computer Skills Training

SAM II – HR EMPLOYEE MAINTENANCE

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$95.00

Workshop Description:

SAM II HR Employee Maintenance processes support the establishment and maintenance of employee information. This includes basic employee information; employee attribute information such as addresses, emergency contacts, and licenses or certificates; and agency specific and accounting data. Personnel actions such as promotions and separations are also part of the employee maintenance process

Course Content:

Participants who attend this program will learn about:

- Adding an Employee
- Establishing Employee Attributes
- Employee ID and Name Change
- Documenting Personnel Actions that include:
 - Terminating Employees
 - Rehiring Employees
 - Multiple Appointments
- User Defined Windows
- Employee Maintenance Inquiries and Reports

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