STATE OF MISSOURI
Center FOR MANAGEMENT AND Professional Development

Information Technology and Computer Skills Training

SAM II – HR TIME & LEAVE

Where: Jefferson City, 1738 E Elm Lower Level
Time: 8:00 a.m. - 4:00 p.m.
Investment: $95.00

Workshop Description:

Accurate Time and Leave entry in SAM II HR is critical as it determines the accuracy of the employee paychecks generated by the pay process. Time and Leave events are entered in the system using documents and document generation windows. The Sam II HR Time & Leave course is designed to review the processes involved with Time and Leave maintenance.

Course Content

Participants who attend this workshop will receive instruction in the following areas:

- Introduction to Time & Leave
- Reference Tables
- Entering & Correcting Time for Positive Pay
- Entering & Correcting Leave & Additional Hours for Exception Pay
- Requesting & Adjusting Leave
- Leave Related Pay Events
- Flexible Time Usage
- Accounting Overrides
- Leave Liquidation
- Fair Labor Standards Act (FLSA)
- Timekeeping for Multiple Appointments
- Time & Leave Inquiries & Reports

Visit our website to find other technical and computer training programs.

www.training.oa.mo.gov