

Information Technology and Computer Skills Training

SAM II – HR DEDUCTIONS & BENEFITS

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 12:00 noon

Investment: \$50.00

Workshop Description:

The processing of employee deductions and benefits is a major component of payroll processing because it affects the pay of employees. In SAM II HR a deduction is an amount by which an employee's pay is reduced. A benefit consists of a contribution on the part of the employer and a contribution on the part of the employee. Therefore, in this system a benefit is mechanically processed like a deduction.

The purpose of this course is to explain the steps necessary to enroll employees in the appropriate deduction and benefit plans.

Course Content:

Participants who attend this program will learn about:

- INTRODUCTION TO DEDUCTIONS AND BENEFITS
- REFERENCE TABLES FOR EMPLOYEE DEDUCTIONS
- ADJUSTING EMPLOYEE DEDUCTIONS
- REFERENCE TABLES FOR EMPLOYEE BENEFITS
- ESTABLISHING EMPLOYEE BENEFITS
- ADJUSTING EMPLOYEE BENEFITS
- DEDUCTIONS AND BENEFITS INQUIRIES AND REPORTS

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

www.training.oa.mo.gov

