

## COURSE OVERVIEW

### COURSE NAME

Fundamentals of Human Resources at WSU

### INSTRUCTOR INFORMATION

Les Nolan

Office: (313) 577-9021

Email: [lesnolan@wayne.edu](mailto:lesnolan@wayne.edu)

### COURSE LENGTH

two hours

### COURSE DESCRIPTION

This course will provide participants with a fundamental knowledge of the working relationship between the HR region and the various schools, colleges, and divisions. It will also introduce the participant to the key human resource concepts and terminology that are essential for conducting human resource business.

This course is a blended learning event. In a computer lab, participants will be led through the eLearning experience by a facilitator and Human Resource subject-matter expert.

### LEARNING OBJECTIVES

By the conclusion of this course, participants will be able to:

- Explain the employment cycle
- Describe the relationship between the Human Resource Region and the schools, colleges and/or divisions
- Define the elements of an appointment at WSU
- Explain the association of HR work efforts with regard to the academic calendar
- Terminating an employee's WSU employment (TERM-E)

### PREREQUISITES

Access to WSU Blackboard and Banner Self-Service Pre-Production 8 are required.

### COURSE MATERIALS

You will need the following course materials:

- Fundamentals of Human Resources at WSU participant guide and glossary

## **COURSE OUTLINE**

### **Lesson 1:**

Topic 1:

Topic 2:

Topic 3:

### **Lesson 2:**

Topic 1:

Topic 2:

Topic 3:

### **Lesson 3:**

Topic 1:

Topic 2:

Topic 3:

### **Lesson 4:**

Topic 1:

Topic 2:

Topic 3:

### **Lesson 5:**

Topic 1:

Topic 2:

Topic 3:

### **Lesson 6:**

Topic 1:

Topic 2:

Topic 3:

### **Appendix:**

Topic 1:

Topic 2:

Topic 3:

## SUCCESSFUL COMPLETION

To successfully complete this learning program you must meet the following criteria:

- ✓ Attend all instructor-led sessions
- ✓ Participate in instructor-led activities
- ✓ Complete all eLearning as assigned
- ✓ Successfully pass posttests (80% or higher)

## ADDITIONAL RESOURCES

There are several WSU websites available to supplement this course. The websites listed below are not required for this course but are helpful references you can refer to as needed.

- [Error and Warning Messages: Descriptions and Resolutions](#)
- [EPAF Transaction Deadline Schedule](#)
- [Tips for processing EPAF Transactions](#)
- [Transaction Management](#)
- [Selecting Approval Categories](#)
- [Transfer/Separation Checklist](#) (for TERM-J and TERM-E)
- Blackboard [Glossary](#) for a list of terms and definitions (located in the Tools link)