

PROCESSING PERSONNEL ACTIONS

A virtual course offering brought to you by HR Academy

REGISTRATION IS NOW OPEN

OVERVIEW

Are you familiar with personnel actions, but have trouble finding the information you need, when you need it? Are you able to determine if an employee's service is creditable and compute the service computation dates? The **Processing Personnel Actions** course will strengthen your skills in completing personnel actions and determining service computation dates, retirement coverage, Veterans' preference, and waiting periods for within grade increases, probationary periods and career tenure.

WHAT YOU'LL LEARN

In this course, you'll learn how to:

- Use the Guide to Processing Personnel Actions and related references to complete Requests for Personnel Action (SF52s) and the Notification of Personnel Actions (SF50s)
- Determine creditable service to calculate service computation dates, determine retirement coverage, Veterans' preference, and waiting periods for within-grade increases, probationary periods, and career tenure

Ideal participants will have the following job/proficiency levels:

HR Generalist Specialist:
Novice, Solid Practitioner,
Role Model/Coach, Expert

Employee Benefits Specialist:
Solid Practitioner

Recruitment and Placement Specialist:
Novice

Employee Relations Specialist:
Novice, Learner, Solid Practitioner,
Role Model/Coach, Expert

Labor Relations Specialist:
Novice, Learner, Solid Practitioner,
Role Model/Coach, Expert

For more information about this course, including upcoming course dates and other HR Academy training opportunities, visit the [HR Academy Learning webpage](#). Look for this course under Register for Scheduled Courses (O-Z).

For questions, please contact training_administrator@sra.com

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