

# HR Assistant certification course

## Practical course - 9d - 63h00 - Ref. KAE

The HR Assistant is responsible for supporting the Human Resources Director or Manager in the performance of his/her administrative duties. He/she is the key interface between the human resources department and the various employees. This certification course provides you with the skills you need to learn the job of HR Assistant. You'll learn how to keep administrative track of new hires and personnel files. You'll also learn the essentials of payroll management and how to manage your time more effectively and efficiently.

### Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Know the legal provisions relating to HR
- ✓ Apply the rules relating to different contracts, from hiring to departure
- ✓ Master the regulations governing the management of work-related accidents and illnesses
- ✓ How to draw up a payslip based on working hours and absences
- ✓ Identify the principles of constructive communication
- ✓ Organize your time for greater efficiency

### Intended audience

Anyone wishing to become an HR assistant.

### Prerequisites

None.

### Certification

This certification course is validated by a written exam in the form of a case study (see Ref. KEB).

### PARTICIPANTS

Anyone wishing to become an HR assistant.

### PREREQUISITES

None.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## Course contents

This course consists of the following modules :

### Payroll and social security contributions, the basics

Ref. PAI - 3 days



4 / 5

### HR Assistant certification

Ref. KEB - 1 day

## Course schedule

### 1 Personnel administration

- Hiring management.
- Personnel administration, personnel files.
- Identify the different employment contracts and clauses.
- Integrate a new employee and monitor the trial period.
- Understand how to terminate an employment contract and the obligatory documents for leaving.

### 2 Managing working hours and absences from work

- Know and apply working time rules.
- Evaluate maximum working hours.
- Take mandatory rest into account.
- Scrupulous monitoring of working hours.
- Manage different types of absence: paid leave, personal, family or sick leave.

### 3 Managing occupational accidents and illnesses

- Conditions for recognizing diseases as work-related.
- The complementary recognition system for occupational diseases.
- Declaring a stoppage due to an occupational illness.
- The starting point and deadlines for CPAM processing.
- CPAM's obligation to inform the employer.
- Aftercare: employee compensation, disability rate, relapse.
- Documents to be kept in the employee's file.

### 4 Working hours and pay slips

- Managing overtime.
- Discern whether or not hours worked are counted as working time.
- Apply the prorated salary system to employees joining or leaving during the month.
- Apply equivalent compensatory rest periods.
- Understand the use and payment of overtime.
- Know the rules and specifics of night shifts.
- Estimate the training allowance outside working hours.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 5 Social security contributions

- Know the collecting bodies and their specific features: URSSAF, AGIRC and ARRCO supplementary pension organizations.
- Determining contribution bases: the social security ceiling, contribution bands.
- Understanding the proratization of the social security ceiling: part-time employees, entries and exits.
- Differentiate between social security contributions and their rates: CSG, CRDS, forfait social.
- Distinguish between rules and specificities to be applied to executives.
- Calculating exemptions from social security contributions on low salaries: the Fillon law and its application conditions.

## 6 Last pay and final settlement

- Distinguish between entitlement to compensation and the calculation of severance pay itself.
- Distinguish between different types of contract termination (redundancy, resignation, end of fixed-term contract, retirement).
- Understand the rules governing the calculation of legal severance pay: seniority to be taken into account...
- Calculate compensation due: vacation pay, redundancy pay, end of fixed-term contract pay, retirement pay.
- Know the cases of exemption from end-of-contract indemnity: seasonal contracts, "customary", training contracts, tutoring contracts.
- Provide departure documents: work certificate, final pay receipt, Pôle emploi certificate.

## 7 Managing your time

- Know your own binding messages.
- Optimize your time according to your biorhythm.
- Distinguish between the important and the urgent.
- Spot and neutralize your "[time thieves]".
- Prioritize tasks.

## Dates and locations

### REMOTE CLASS

2026: 23 Mar., 8 June, 21 Sep., 30 Nov.

### PARIS LA DÉFENSE

2026: 23 Mar., 8 June, 21 Sep., 30 Nov.