#### card of course

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| Subject name | Personnel and payroll documentation |

1. The placement of the subject in the study system

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| --- | --- |
| 1.1. Field of study | Management |
| 1.2. Form and path of study | Full-time/Part-time |
| 1.3. Level of education | First-cycle studies |
| 1.4. Study profile | Practical |

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| 1. 5. Specialty | HR Management |
| 1.6. Subject Coordinator | Mgr Katarzyna Belniak |

2. General characteristics of the subject

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| --- | --- |
| 2.1. Belonging to a subject group | Optional/Practical |
| 2.2. Number of ECTS | 6 |
| 2.3. Language of lectures | Polish |
| 2.4. Semesters in which the subject is taught | III |
| 2.5.Criteria for selecting course participants | For the HR Management specialization |

1. Learning outcomes and course delivery
	1. Subject Objectives

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| --- | --- |
| No. | Subject Objectives |
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| C1 | Acquiring skills in preparing personal files and familiarizing oneself with the provisions of the Labor Code related to the employment of an employee. |
| C2 | Acquiring skills in preparing payrolls, familiarizing oneself with regulations governing the principles of determining employee remuneration. |
| C3 | Learning the regulations for planning and settling the working time of employees. |
| C4 | Learn about the regulations regarding employee rights related to maternity. |
| C5 | Learn about employee leave regulations. |

* 1. Subject-specific learning outcomes, divided into knowledge , skills and competences , with reference to the directional learning outcomes

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| --- | --- | --- | --- |
| No. | Description of subject learning outcomes | Reference to directional effectslearning (symbols) | Method of implementation (mark "X") |
| ST | NST |
| Classes at the University | Activities on the platform | Classes at the University | Activities on the platform |
| After passing the course, the student knows and understands **the knowledge** |
| W1 | Knows and understands the regulations regarding the maintenance of documentation by employers in matters related to the employment relationship and the method of maintaining employee personal files. | Z1\_W07Z1\_W09Z1\_W12 | X |  |  | X |
| W2 | Knows the components of remuneration and is able to prepare a payroll. | X |  |  | X |
| W3 | Knows the principles of planning and settling working time. | X |  |  | X |
| W4 | Knows the regulations regarding employee rights related to parenthood. | X |  |  | X |
| W5 | Knows the rules for granting employee leave. | X |  |  | X |
| After passing the course, the student is **able** to: |
| U1 | Prepare personnel documentation related to the employee's employment, duration of employment and termination of the employment relationship. | Z1\_U06Z1\_U10 | X |  | X |  |
| U2 | Prepare payroll documentation, work time records and documentation related to civil law contracts | X |  | X |  |
| U3 | Is able to apply the regulations concerning the conclusion, settlement and documentation of civil law contracts, maintaining documentation and the manner of maintaining employee personal files | X |  | X |  |
| After completing the course, the student is ready to take part in **social competences.** |
| K1 | Independently apply in practice acquired skills and knowledge to solve problems related to maintaining personnel and payroll documentation and calculating wages. | Z1\_K03Z1\_K06 | X |  | X |  |
| K2 | Is ready to behave in a professional manner, adhere to the principles of professional ethics and require the same from others in the area of HR and payroll matters | X |  | X |  |

* 1. Forms of teaching and their number of hours – Full-time studies (ST), Part-time studies (NST)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Path | Lecture | Exercises | Design | Workshop | Laboratory | Seminar | Lecturer | Classes conducted using distance learning methods and techniques in the form of a lecture | Other | **ECTS points** |
| **ST** | 30 |  | 30 |  |  |  |  |  |  | 6 |
| **NST** |  |  | 10 |  |  |  |  | 15 |  | 6 |

* 1. Content of education (separately for each form of classes: (W, ĆW, PROJ, WAR, LAB, LEK, OTHER). Please mark (X) how the given content will be implemented (classes at the university or classes on the e-learning platform conducted using distance learning methods and techniques)

TYPE OF CLASS: LECTURE

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Content of the course | Reference to subject-specific learning outcomes | Method of implementation (mark "X") |
| ST | NST |
| **Classes at the University** | **Activities on the platform** | **Classes at the University** | **Activities on the platform** |
| 1. | The concept, legal basis and principles of maintaining employee documentation | W1 | X |  |  | X |
| 2. | Documentation in part A of the personal file | W1 | X |  |  | X |
| 3. | Documentation in part B of the personal file | W1 | X |  |  | X |
| 4. | Documentation in part C of the personal file | W1 | X |  |  | X |
| 5. | Documentation in part D of the personal file | W1 | X |  |  | X |
| 6. | Documentation related to working time | W3 | X |  |  | X |
| 7. | Payroll documentation | W2 | X |  |  | X |
| 8. | Parental rights | W4 | X |  |  | X |
| 9. | Employee Leave | W5 | X |  |  | X |
| 10. | Summary of classes and discussion of grades |  | X |  |  | X |

TYPE OF CLASS: PROJECT

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Content of the course | Reference to subject-specific learning outcomes | Method of implementation (mark "X") |
| ST | NST |
| **Classes at the University** | **Activities on the platform** | **Classes at the University** | **Activities on the platform** |
| 1. | Preparation of employee personal files in the ABCD section – practical classes | U1, U3, K1 | X |  | X |  |
| 2 | Preparation of payroll documentation | U2, U3, K2 | X |  | X |  |
| 3. | Preparation of documentation concerning employment under civil law contracts | U1, U3, K1 |  |  |  |  |
| 4. | Parental and vacation leave in practice | U1, U3, K1 |  |  |  |  |
| 7. | Summary of classes and discussion of grades |  | X |  | X |  |

3.5. Methods of verifying learning outcomes (indication and description of methods of conducting classes and verification of achievement of learning outcomes and method of documentation)

|  |  |  |  |
| --- | --- | --- | --- |
| Subject Effects | Teaching methods | Methods of verifying learning outcomes | Documentation methods |
| KNOWLEDGE |
| W1-W5 | Lectures conducted with the use of multimedia presentations. | Lecture credit: Exam test. The test consists of 30 single-choice questions. Duration is 30 minutes. Scoring:28 - 30 points - score 5.025 - 27 points - score 4.521 - 24 points - score 4.018 - 20 points - grade 3.515 - 17 points - score 3.0 | Test sheet |
| SKILLS |
| U1-U3 | Working on the project | As part of the project, students prepare employee personal files and payrolls. | Draft personal files and calculated payroll lists sent via the platform. |
| SOCIAL COMPETENCES |
| K1-K2 | Working on the project | As part of the project, students prepare employee personal files and payrolls. | Draft personal files and calculated payroll lists sent via the platform. |

3.6. Assessment criteria for the achieved learning outcomes

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| --- | --- | --- | --- | --- | --- |
| Learning effect | For a grade of 3 or "pass."the student knows and understands/is able to/is ready to | For a grade of 3.5, the student knows and understands/is able to/is ready to | For a grade of 4, the student knows and understands/is able to/is ready to | For a grade of 4.5, the student knows and understands/is able to/is ready to | For a grade of 5, the student knows and understands/is able to/is ready to |
| W | 51-60% of knowledge indicated in learning outcomes | 61-70% of knowledge indicated in learning outcomes | 71-80% of knowledge indicated in learning outcomes | 81-90% of knowledge indicated in learning outcomes | 91-100% of knowledge indicated in learning outcomes |
| U | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |
| K | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |

3.7. Literature

**Basic**

**1.** Ustawa z dnia 26 czerwca 1974 r. Kodeks pracy;

**2.** Rozporządzenie Ministra Pracy i Polityki Socjalnej z dnia 28 maja 1996 r. w sprawie zakresu prowadzenia przez pracodawców dokumentacji w sprawach związanych ze stosunkiem pracy oraz sposobu prowadzenia akt osobowych pracownika.

3. Jacewicz A., Kadry i płace 2024: obowiązki pracodawców, rozliczanie świadczeń pracowniczych, dokumentacja kadrowa, podatkowa i ZUS, stan prawny: 1 stycznia 2024 r.

**Supplementary**

**1.** Rozporządzenia wykonawcze do Kodeksu Pracy m.in.:Rozporządzenie Ministra Rodziny, Pracy i Polityki Społecznej z dnia 30 grudnia 2016 r. w sprawie świadectwa pracy, Rozporządzenie Ministra Pracy i Polityki Socjalnej z dnia 15 maja 1996 r. w sprawie sposobu usprawiedliwiania nieobecności w pracy oraz udzielania pracownikom zwolnień od pracy, Rozporządzenie Ministra Rodziny, Pracy i Polityki Społecznej z dnia 29 grudnia 2015 r. w sprawie wniosków dotyczących uprawnień pracowników związanych z rodzicielstwem oraz dokumentów dołączanych do takich wniosków**;**

**2.** Ustawa z 29 sierpnia 1997 r. o ochronie danych osobowych;

**3.** Ustawa z dnia 23 kwietnia 1964 r. – Kodeks cywilny.

**4**. „Kadry i płace 2023 : obowiązki pracodawców,
rozliczanie świadczeń pracowniczych, dokumentacja kadrowa, podatkowa i ZUS” Agnieszka Jacewicz, Danuta Małkowska – wyd. Gdańsk : ODDK, 2023;

**5.** „Dokumenty pracownicze. Wzory i komentarze” – red. Nauk. Krzysztof W .Baran, wyd. Wolters Kluwer,.

1. Student workload - ECTS points balance

|  |  |
| --- | --- |
| **Types of student activity** | **Student Load** |
| **ST** | **NST** |
| **Classes requiring direct contact between the student and the academic teacher at the university premises** | **60** | **25** |
| Classes included in the study plan | 60 | 25 |
| **Student's own work** | **90** | **125** |
| Ongoing preparation for classes, preparation of project work/presentations/etc. | 45 | 60 |
| Preparation for passing classes | 45 | 65 |
| **TOTAL STUDENT HOURLY LOAD** | **150** | **150** |
| **Number of ECTS points** | **6** | **6** |

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| --- | --- |
| Last change date | 30/09/2024 |
| The changes were introduced | ZAZ Education Quality Team |
| The changes were approved | Mgr Anna Bielak |