

## SUBJECT TEACHING GUIDE

### G901 - Personnel Management

#### DOUBLE DEGREE IN ADMINISTRATION AND BUSINESS MANAGEMENT AND ECONOMICS

#### Double Degree in Law and Administration and Business Management Degree in Business Administration and Management

Academic year 2022-2023

1. IDENTIFYING DATA					
Degree	DOUBLE DEGREE IN ADMINISTRATION AND BUSINESS MANAGEMENT AND ECONOMICS			Type and Year	Compulsory. Year 4 Compulsory. Year 4
Faculty	Faculty of Economics and Business Studies				
Discipline	Subject Area: Human Resources Module: Training in Business Organisation				
Course unit title and code	G901 - Personnel Management				
Number of ECTS credits allocated	6	Term	Semester based (1)		
Web					
Language of instruction	Spanish	English Friendly	No	Mode of delivery	Face-to-face

Department	DPTO. ADMINISTRACION DE EMPRESAS				
Name of lecturer	ANTONIO MARTIN HERNANDEZ				
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Office	Edificio de las Facultades de Derecho y Ciencias Económicas y Empresariales. Planta: + 2. DESPACHO (E223)				
Other lecturers	MARIA DOLORES ODRIEZOLA ZAMANILLO				

### 3.1 LEARNING OUTCOMES

- The student contracts and to make a complete payroll and insurance social

### 4. OBJECTIVES

Make the student aware of the basic labor standards.  
Know and know how to complete employment contracts  
Knowing how to complete salary receipts, which entails learning a Social Security contribution and the calculation of withholdings to the AETP.

## 6. COURSE ORGANIZATION

CONTENTS	
1	Laboral relations, labor regulation, engagement.
2	Payroll and social security

## 7. ASSESSMENT METHODS AND CRITERIA

Description	Type	Final Eval.	Reassessn	%
NOMINAS without ITS	Written exam	No	Yes	25,00
Individual labor.	Work	No	No	15,00
Final exam	Written exam	Yes	Yes	60,00
TOTAL				100,00
Observations				
The final exam will consist of all the subject, both theoretical and practical, regardless of the grade obtained in the rest of the sections				
Observations for part-time students				
Students who prove part-time may be examined only in the final exam with a 100% weighting.				

## 8. BIBLIOGRAPHY AND TEACHING MATERIALS

BASIC
FERRER LOPEZ, M.A. (2013): Cómo Confeccionar nóminas y seguros sociales Deusto. Bilbao. MARTÍN HERNÁNDEZ, A. y otros. Administración y gestión de Personal. Tratamiento Gráfico del Documento S.L. Santander.