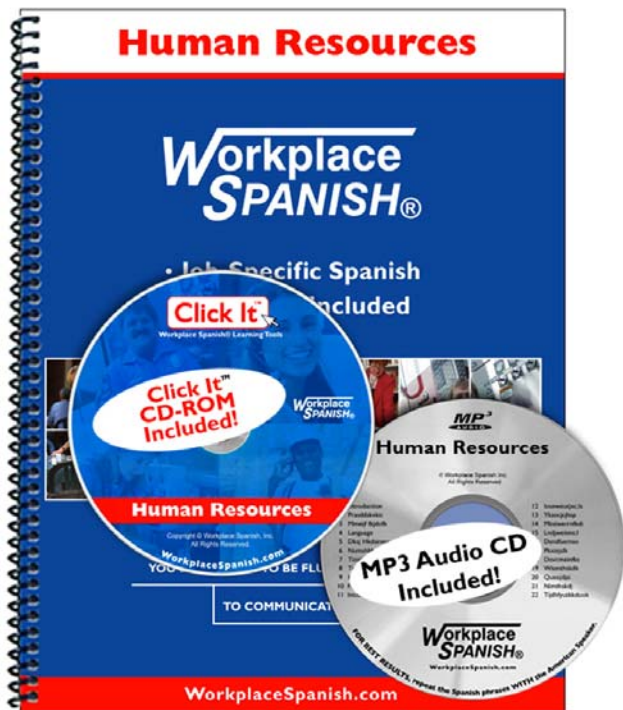


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# Workplace Spanish® for HUMAN RESOURCES

Workplace  
SPANISH®

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## BASIC PAY INFORMATION

<b>The job pays</b> ____	<b>El trabajo paga</b> ____	el / trah- <b>bah</b> -ho / <b>pah</b> -gah ____
Your hourly pay will be ____	Su pago por hora será ____	soo / <b>pah</b> -go / pore / <b>oar</b> -ah / sair-ah ____
- \$ <u>12.00</u> per hour	- <u>doce dólares</u> por hora	<b>doe</b> -say / <b>doe</b> -lah-ress / pore / <b>oar</b> -ah
<b>You will be paid</b> ____	<b>Recibirá su pago</b> ____	ray-see-bee-rah / soo / <b>pah</b> -go ____
- by check	- por cheque	pore / <b>check</b> -ay
-- every Friday	-- cada viernes	<b>kah</b> -dah / bee- <b>air</b> -ness
-- every 2 weeks	-- cada dos semanas	<b>kah</b> -dah / dose / say- <b>mah</b> -nahs
-- twice a month	-- cada quincena	<b>kah</b> -dah / keen- <b>say</b> -nah

## PAYROLL TERMS

Commission // Tips	Comisión // Propinas	ko-mee-see- <b>own</b> // pro- <b>pee</b> -nahs
Direct Deposit	Depósito directo	day- <b>poe</b> -see- <b>toe</b> / dee- <b>reck</b> -toe
Incentive Pay	Incentivos de paga	een-sen- <b>tee</b> -bohs / day / <b>pah</b> -gah
Overtime	Tiempo extra	tee- <b>em</b> - <b>poe</b> / <b>ex</b> -trah
Paycheck	Cheque de pago	<b>check</b> -ay / day / <b>pah</b> -go
Pay Period	Período de pago	pay- <b>ree</b> -oh- <b>doe</b> / day / <b>pah</b> -go
Pay Raise	Aumento de salario	ow- <b>men</b> -toe / day / sah- <b>lah</b> -ree-oh
Salary // Wages	Salario // Sueldo	sah- <b>lah</b> -ree-oh // <b>swell</b> -doe
Sick pay	Paga mientras está enfermo	<b>pah</b> -gah / mee- <b>en</b> -trahs / ess- <b>tah</b> / en- <b>fair</b> -mo

## PAYROLL DEDUCTIONS

There will be deductions for:	Habrán deducciones por:	ah- <b>brah</b> / day-dook-see- <b>own</b> -ess / pore:
This is a deduction for ____	Esta es una deducción por ____	<b>ess</b> -tah / ess / <b>oo</b> -nah / day-dook-see- <b>own</b> pore ____
- 401k plan	- Plan de jubilación 401k	plan / day / hoo-bee-lah-see- <b>own</b> / 401k
- Benefits	- Beneficios	beh-neh- <b>fee</b> -see-ose
- Dental Insurance	- Seguro dental	say- <b>goo</b> -ro / den- <b>tahl</b>
- Disability Insurance	- Seguro de incapacidad	say- <b>goo</b> -ro / day / een-kah-pah-see- <b>dahd</b>
- Federal Taxes	- Impuestos federales	eem- <b>pwess</b> -tose / fed-dare- <b>ah</b> -less
- Garnishment	- Retención de sueldos	ray-ten-see- <b>own</b> / day / <b>swell</b> -dose
- Life Insurance	- Seguro de vida	say- <b>goo</b> -ro / day / <b>bee</b> -dah
- Local Taxes	- Impuestos locales	eem- <b>pwess</b> -tose / lo- <b>kah</b> -less
- Medical Insurance	- Seguro médico	say- <b>goo</b> -ro / <b>meh</b> -dee-ko
- Medicare	- Medicare	medicare
- Retirement Account	- Cuenta de jubilación	<b>kwen</b> -tah / day / hoo-bee-lah-see-own
- Savings Account	- Cuenta de ahorro	<b>kwen</b> -tah / day / ah- <b>oar</b> -rho
- Social Security	- Seguro social	say- <b>goo</b> -ro / so-see- <b>ahl</b>
- State Taxes	- Impuestos estatales	eem- <b>pwess</b> -tose / ess-tah- <b>tah</b> -less

The English speaker's part is in the shaded lines – the Spanish speaker in the white lines.

## 1. Looking for work

¡Buenas tardes!	Good afternoon!
<b>Buenas tardes, ¿Necesita trabajo?</b>	<b>Good afternoon, Are you looking for work?</b>
Sí, señora	Yes Ma'am
<b>¿Qué tipo de trabajo?</b>	<b>What type of work?</b>
Cajero	Cashier
<b>Lo siento, no estamos contratando cajeros ahora</b>	<b>I am sorry, we are not hiring cashiers now</b>
Ah, ¿cuándo necesitan cajeros?	Ahh, when will you need cashiers?
<b>Estaremos contratando en otoño.</b>	<b>We will be hiring In Fall</b>
Ah bueno, regresaré en septiembre	O.K, I will be back in September

## 2. We have openings

¿Están contratando?	Are you hiring?
<b>Sí, ¿busca trabajo de tiempo completo?</b>	<b>Yes, are you looking for full time work?</b>
No, de medio tiempo	No, part time
<b>¿Cuántas horas puede trabajar?</b>	<b>How many hours can you work?</b>
Cinco horas al día	5 hours per day
<b>¿Qué días?</b>	<b>What days?</b>
Lunes a viernes	Monday through Friday
<b>¿Qué horas?</b>	<b>What hours?</b>
Por las tardes. De una a seis	Afternoons, from 1 to 6
<b>Sí, tenemos vacantes en ese turno</b>	<b>Yes, we have openings on that shift</b>
¡Qué bueno!	Great!
<b>Llene la solicitud por favor</b>	<b>Please fill out the application</b>
¡Sí, ahora mismo!	Yes, right now!

## 3. Needs help

<b>¡Buenas tardes Juan!</b>	<b>Good afternoon Juan!</b>
¡Buenas tardes Señorita Kirsten	Good afternoon Ms. Kirsten
<b>¿Terminó hoy?</b>	<b>Are you finished for the day?</b>
No señorita, no todavía	No Ma'am, not yet
<b>¿Necesita ayuda?</b>	<b>Do you need help?</b>
Sí por favor. Estoy atrasado	Yes please. I am behind.
<b>¿Le dijo a su supervisor?</b>	<b>Did you tell your supervisor?</b>
No, vine primero aquí	No, I came here first
<b>Hable con Paul, su supervisor. Él le ayudará.</b>	<b>Talk to Paul, your supervisor. He will help you.</b>
Bueno, lo veré ahora	OK, I'll see him now

**Directions:** Using the word bank, fill in the spaces provided with the correct Spanish word.

Empezar	Quién	Contratado
Termina	Vendrá	Faltar
Descanso	Bienvenido	Mensaje
A tiempo	Horario	Empleados

1. ¿\_\_\_\_\_ hoy?  
(Will you be here)
2. No puede \_\_\_\_\_.  
(Miss work)
3. Use la entrada para \_\_\_\_\_.  
(Employees)
4. Está \_\_\_\_\_.  
(Hired)
5. ¿Quiere dejar un \_\_\_\_\_?  
(Message)
6. \_\_\_\_\_ a las seis de la tarde.  
(Finish)
7. \_\_\_\_\_ al equipo.  
(Welcome)
8. Su \_\_\_\_\_ será de lunes a viernes.  
(Schedule)
9. ¿Puede \_\_\_\_\_ el lunes?  
(Start)
10. Tome un \_\_\_\_\_ a las dos y media.  
(Break)

# KEYWORD LIST – HUMAN RESOURCES

This list contains most, but not all, of the terms & expressions in the program.

<b>30-day rule</b>	Regla de los treinta días	<b>ray</b> -glah / day / loh / <b>train</b> -tah / <b>dee</b> -ahs
<b>401k plan</b>	Plan de la jubilación 401k	plahn / day / hoo-bee-lah-see- <b>own</b> / 401k
<b>9-1-1</b>	Nueve uno uno	<b>nway</b> -bay / <b>oo</b> -no / <b>oo</b> -no
<b>A little more</b>	Un poquito más	oon / po- <b>kee</b> -toe / mahs
<b>A pleasure</b>	Un placer	oon / plah- <b>sair</b>
<b>Absentee // Absenteeism</b>	Ausente // Ausentismo	ow- <b>sen</b> -tay // ow- <b>sen</b> -tease-mo
<b>Accidental Death Insurance</b>	Seguro por muerte accidental	say- <b>goo</b> -ro / pore / <b>mwair</b> -tay / ack-see-den- <b>tahl</b>
<b>Address</b>	Dirección	dee-reck-see- <b>own</b>
<b>Afternoons</b>	Tardes	<b>tar</b> -days
<b>Again</b>	Otra vez	<b>oh</b> -trah / base
<b>Alcohol abuse</b>	Abuso de alcohol	ah- <b>boo</b> -so / day / ahl- <b>ko</b> -ohl
<b>All</b>	Todos	<b>toe</b> -dose
<b>All employees must be able to</b>	Todos los empleados deben	<b>toe</b> -dose / loh / em-play- <b>ah</b> -dose / <b>deh</b> -ben
<b>All of you</b>	Todos ustedes	<b>toe</b> -dose / oo- <b>sted</b> -ess
<b>Also</b>	También	tahm-bee- <b>en</b>
<b>Ambulance</b>	Ambulancia	ahm-boo- <b>lahn</b> -see-ah
<b>Applicants</b>	Solicitantes	so-lee-see- <b>tahn</b> -tess
<b>Application</b>	Solicitud	so-lee-see- <b>tude</b>
<b>Are you finished?</b>	¿Ha terminado?	ah / tair-mee- <b>nah</b> -doe
<b>Are you hurt?</b>	¿Está lastimado?	ess- <b>tah</b> / lah-stee- <b>mah</b> -doe
<b>Are you interested?</b>	¿Le interesa?	lay / een-tay- <b>ray</b> -sah
<b>Are you looking for work?</b>	¿Está buscando trabajo?	ess- <b>tah</b> / boose- <b>kahn</b> -doe / tra- <b>bah</b> -ho
<b>Are you OK?</b>	¿Esta bien?	ess- <b>tah</b> / bee- <b>en</b>
<b>Are you Ready?</b>	¿Está listo?	ess- <b>tah</b> / lease-toe
<b>Are you sick?</b>	¿Está enfermo?	ess- <b>tah</b> / en- <b>fair</b> -mo
<b>Attendance</b>	Asistencia	ah- <b>cease</b> -ten-see-ah
<b>Attitude</b>	Actitud	ahk-tee- <b>tude</b>
<b>Bad Cut</b>	Cortada seria	core- <b>tah</b> -dah / <b>sair</b> -ee-ah
<b>Bad Fall</b>	Caída grave	kah- <b>ee</b> -dah / <b>grah</b> -bay
<b>Be on time</b>	Llegar a tiempo	yay- <b>gar</b> / ah / tee- <b>em</b> -po
<b>Benefits</b>	Beneficios	beh-neh- <b>fee</b> -see-ose
<b>Benefits coordinator</b>	Coordinadora de beneficios	ko-oar-dee-nah- <b>door</b> -ah / day / beh-neh- <b>fee</b> -see-ose
<b>Bills</b>	Billetes	bee- <b>yeh</b> -tays
<b>Birth Certificate</b>	Acta de nacimiento	<b>ahk</b> -tah / day / nah-see-mee- <b>en</b> -toe
<b>Books</b>	Libros	<b>lee</b> -brose