



## Classification Description

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**Job Title:** Payroll Specialist I

**Pay Grade:** 107

**Job Code:** 4187

**FLSA Status:** Non-Exempt

### **Job Purpose**

This position performs advanced technical and professional work in support of the Office of Human Resources under the area of Payroll Services. The work performed is specialized accounting requiring a broad range of knowledge and close adherence to applicable Federal and State laws, as well as College policies and procedures to ensure the accurate and timely processing of wages and other compensation payments to employees. This is complex work involving independent planning, coordination and completion of work under strict timelines.

### **General Responsibilities**

#### **Essential Functions**

##### **Payroll Specialist - Exempt Payroll**

Completes all salary calculations including, but not limited to, contractual changes, new hires, departures, salary adjustments, and unpaid leave.

Maintains the online time keeping system for full-time non-exempt staff. Assists supervisors and employees with any access issues and updates approver information to ensure time sheets are accessible when needed. Responsible for sending out notifications if time sheets are not submitted or approved by Stated deadlines.

Processes end-to-end full time exempt payrolls for the College and FSW Collegiate High Schools (FSWCHS). Reviews all entries made by Human Resources for the pay period via in-house reporting. Verifies all documents are accurate and ready for entry. Performs necessary data entry. Audits and balances all hours and additional payments processed each pay cycle.

Maintains and updates all direct deposit and W-4 changes processed via the portal each pay cycle. Responsible for determining direct deposit status based on dates and communicating any changes or updates to affected employees.

Reviews and processes garnishments requests for full-time staff. Notifies employees of any pending garnishments and date expected to process through payroll while maintaining confidentiality at all times.

Assists with the management of the foreign national payroll tax program by updating internal reporting each pay period and sending out notifications to employees under this classification. Responds to employee questions and follows up on any documentation requiring completion.

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Provides payment estimates to employees for vacation and/or sick leave at termination or retirement as requested. Verifies employee eligibility for any such payments prior to processing estimates.

Responsible for the annual reporting of employees seeking a federal tax exemption. Distributes notifications to affected employees, enters all exemption renewal requests and updates the tax records by stated deadlines.

Assists with the development and scheduling of all payroll orientations and trainings. Maintains and updates all payroll training materials as needed and serves as the lead trainer for web time and leave entry.

Reviews, enters and updates all faculty union deduction requests each pay period. Manually calculates payments due for all union deduction requests received after the first payroll of the academic year. Responsible for reviewing and updating late requests prior to the first payroll of the new academic year to ensure accurate deductions. Provides payment reporting to union representatives as requested.

Compiles payroll data from personnel action forms and contracts to prepare for computer input.

Act as backup for non- exempt payroll.

### **Payroll Specialist - Non- Exempt Payroll**

Processes end-to-end part time non-exempt payrolls for the College and FSW Collegiate High Schools (FSWCHS). Reviews all entries made by Human Resources for the pay period via in-house reporting.

Verifies all documents are accurate and ready for entry. Performs necessary data entry. Audits and balances all hours and additional payments processed each pay cycle.

Responsible for oversight of WebTime entries and approval of timesheets.

Responsible for ensuring manual timesheets are submitted in a timely manner to prevent overpayment to employees.

Responsible for providing monthly report to supervisor on outstanding timesheets.

Calculates OT on manual timesheets.

Reviews, analyzes and checks payroll forms and reports for accuracy and makes necessary adjustments or corrections as directed.

Verifies and reconciles payroll errors to ensure employees are paid accurately and comply with government regulations and College operating procedures.

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Verifies and inputs hours worked and leave taken. Balances and audits hours and leave entered in the Banner system.

Ensures the payment process and submission of benefits, such as 403(b), 457/401(a), Alternative Social Security, ORP/Local Annuities through EPARS, State Retirement Contributions, wage garnishments, AFLAC etc., occur within compliance deadlines.

Responsible for the development and scheduling of all payroll orientations and trainings. Maintains and updates all payroll training materials as needed and serves as the lead trainer for web time and leave entry.

Responsible for all leave administration as it relates to payroll by ensuring accurate processing of all FMLA hours, sick leave pool hours, vacation, sick, personal time and converted sick.

Liaise with Benefits to ensure proper tracking of employees leaves and absences to prevent overpayments.

Compiles reports for student assistant and College work study hours worked per pay.

Responsible for upload of monthly TSA Demographics file.

Works with financial aid to monitor College works study to ensure that students do not go over their allotted awards.

Act as back up for exempt payroll.

Maintains BUC Card debit program for Payroll Services. Enters requests, verifies payments each pay period and reports payments to Auxiliary Services for processing. Reconciles BUC Card account on a monthly basis to ensure accuracy.

### **General Payroll Specialist duties:**

Enters salary computations for new hires, salary changes, and terminations into the Banner system; ensures all payroll procedures comply with state, federal, and College operating procedures.

Prepares tax and banking (EFTPS) worksheets for each chart of account processed along with supporting documentation. Verifies accuracy and submits to Payroll Manager for payment processing.

Reviews all EFTPS packets for required documentation and document accuracy then creates and enters all payroll related journal entries for Payroll Services.

Coordinates and assists in the implementation and testing of new software or updates to the Banner System for the payroll module, as well as testing for processing updates related to benefits and payroll.

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Responds to employees' questions and queries about their pay and timesheets.

Maintains the Payroll Reporter each pay period by reviewing and entering all payroll errors. Submits to appropriate personnel for review.

Coordinates and assists in the implementation and testing of new software or updates to the Banner System for the payroll module, as well as testing for processing updates related to benefits and payroll.

Performs other duties and special projects as assigned.

These essential job functions are not to be construed as a complete Statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education.

Two (2) years full-time professional work experience with at least one (1) year of full-time experience in a high volume payroll environment. End to end payroll processing and experience in higher education payroll highly desirable. Appropriate combination of education and experience may be substituted.

Working knowledge of the principles and practices of payroll accounting and the applicable Federal, State, and local laws relating to payroll accounting.

Demonstrated ability to maintain confidentiality.

Ability to travel independently to other locations for College business.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail. Proficiency in Microsoft Excel required.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.

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- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with Stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with Stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: September 19, 2016. Revised: October 24, 2019. Revised: July 1, 2023.