



Classification Description

Job Title: Payroll Specialist I

Pay Grade: 109

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

Web Time and Online Leave Management

Maintains online timekeeping and leave systems for all staff. Assists supervisors and employees with any access issues and updates approver information to ensure timesheets and leave documents are accessible when needed. Responsible for sending out notifications if timesheets or leave documents are not submitted or approved by stated 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 FMLA, sick leave pool hours, vacation, sick and personal time.

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

Responsible for providing monthly reports to supervisors on web time submissions that did not meet payroll deadlines.

Responsible for providing monthly reports on web time transactions not approved by payroll deadlines.

Responsible for reconciling all year-end leave balances.

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Prepares all non-executive staff Vacation Buyback Reports for January payments.

Non-Exempt and Exempt Payroll

Assists with processing end-to-end payrolls for the College and FSW Collegiate High Schools (FSWCHS). Performs necessary data entry, as requested.

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. Monitors ACH returns to ensure correct banking information is updated.

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.

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 federal tax exemption. Distributes notifications to affected employees, enters all exemption renewal requests and updates the tax records by stated deadlines.

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.

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

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

Acts as backup for 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 monthly to ensure accuracy.

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General Payroll

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.

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

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 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 of 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 preferred. An 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, July 1, 2023, April 2, 2024, April 2, 2024 (r), and December 15, 2025.