

PAYROLL SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ.</u>	<u>Work</u>	<u>Prob.</u>	<u>Effective</u>
		<u>Area</u>	<u>Area</u>	<u>Period</u>	<u>Date</u>
0792	Payroll Clerk	04	352	6 mo.	03/25/99
4065 (3293)	Payroll Specialist I	04	352	6 mo.	03/25/99
4066 (3293)	Payroll Specialist II	04	352	6 mo.	03/25/99
4067 (3293)	Payroll Specialist III	04	352	6 mo.	04/30/99
4068 (2450)	Assistant Payroll Manager	03	352	6 mo.	03/25/99
4069 (2450)	Payroll Manager	03	352	6 mo.	03/25/99

Promotional Line: 146, 323

Series Narrative

Employees in this series are involved in the operation of a payroll office that involves the preparation, distribution, maintenance, and analysis of payroll and tax records. Using automated information systems and following university policies and regulations, employees are responsible for ensuring that all federal and state laws regarding pay and payroll related taxes are complied with. The employees are engaged in such activities as:

- the preparation of forms used to report time worked, the processing of such reports in order to prepare payrolls and the distribution of pay to employees
- the computation of amounts to be deducted from wages (such as taxes) or the computation of vacation or sick leave
- getting or verifying employee authorizations for amounts deducted voluntarily and involuntarily from wages
- answering inquiries from employees, campus departments, and authorized agencies regarding payroll policies, procedures, or problems
- the analysis and reporting of payroll or tax information to campus, state, or federal authorities
- the maintenance or storage of payroll records
- the interpretation of regulations or bargaining agreements affecting wage deductions, and
- the coordination of payroll operations with information systems staff.

In the lower levels of the series the employees are involved in progressively more difficult or complex payroll operations, while at the upper levels the employees are increasingly involved in the supervision of staff and the management of operations.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Payroll Clerk**0792**

Employees at this level receive training in and subsequently perform basic payroll duties, working under direct supervision from a designated supervisor.

A Payroll Clerk typically –

1. prepares materials used to report time worked for distribution to departments (such as preparing and checking forms or coding information, addressing envelopes, and putting packets into envelopes)
2. performs routine processing of returned forms reporting time worked (such as reviewing information for completeness, totaling data, and entering it into the information system)
3. prepares new time reporting records for new employees
4. checks completed withholding forms for signatures, updates database, and stores forms in files
5. enters amounts of vacation and sick leave to be recorded in data system
6. answers telephone or in-person inquiries about basic payroll information or procedures
7. prepares records and forms for storage
8. performs other related duties as assigned

Level II: Payroll Specialist I**4065(3293)**

Employees at this level perform payroll duties requiring knowledge of standard practices used in the preparation, distribution, and maintenance of payrolls and payroll records. They receive general instructions and have responsibility for performing each assigned task, exercising routine methods and mechanics of the job and requesting assistance when unusual circumstances arise. The employees work under general supervision from a designated supervisor.

A Payroll Specialist I typically –

1. enters or codes various payroll transactions such as time worked data into automated or manual information systems
2. reviews payroll documents for compliance with policies and procedures
3. recognizes and correct apparent discrepancies/deviations
4. assists employees in completing authorization forms for payroll withholdings, both voluntary and mandatory prepares payroll reports requiring the use of multiple sources of information
5. verifies the accuracy of data entry and computations of withholding tax, retirement deductions, and overtime compensation
6. responds to telephone, written and in-person inquiries about standard payroll procedures and problems

7. maintains safe and accurate storage of payroll records
8. performs other related duties as assigned

Level III: Payroll Specialist II**4066(3293)**

Employees at this level are knowledgeable, highly skilled individuals who serve as resource persons for a wide range of payroll areas or who have an in-depth knowledge of specialized areas. Duties normally follow established procedures, but may include routine minor corrections to make documents acceptable for processing. They may provide guidance to or supervise lower level employees in specialized areas. The employees work under direction from a designated supervisor.

A Payroll Specialist II typically –

1. reviews, processes, interprets, and maintains proper documentation for additions, changes, or deletions to the payfile database
2. verifies and updates centralized pay control file
3. reviews and verifies payroll documents for compliance with policies and procedures
4. may administer FMLA EIL leaves, accruals, and usages of vacation and sick leave provides guidance or instruction to employees in completion of authorization forms for payroll withholdings
5. acts as inter-departmental and intra-departmental liaison for questions and problems relating to area of specialization
6. may investigate and complete employee verifications of employment and unemployment inquiries
7. processes death benefits
8. maintains the financial institution tables and their corresponding transit numbers for the direct deposit system of pay
9. performs other related duties as assigned

Level IV: Payroll Specialist III**4067(3293)**

Employees at this level perform all payroll specialist duties as well as general balancing of payroll totals, and researching and preparing special reports for senior management. This position may also train less experienced payroll technicians in areas of specialization. They work under minimal supervision from a designated supervisor.

A Payroll Specialist III typically –

1. inspects automated systems output such as registers and standard reports
2. determines and corrects out-of-balance conditions
3. processes vendor checks and reports

4. prepares and files quarterly payroll taxes for federal and state governments
5. coordinates disbursement of employee payroll checks under specified guidelines
6. prepares garnishments and levies
7. serves as resource person to confirm and defend payroll policies and procedures
8. trains less experienced payroll technicians in procedures regarding use of equipment
9. oversees the replacement and re-sending of lost W-2s
10. performs other related duties as assigned

Level V: Assistant Payroll Manager**4068(2450)**

Employees at this level are characterized by some freedom for decision-making and in interpreting institutional policy. They assist the Payroll Manager with all aspects of planning, operations, and control of the payroll office. They work under administrative supervision from a designated supervisor.

An Assistant Payroll Manager typically –

1. directs the daily work of staff with regard to priorities and deadlines
2. assists in the hiring and firing of employees/may assist with evaluations of other staff
3. trains new staff and acquaints entire staff with changes and/or modifications to payroll processing
4. acts as liaison between staff and payroll manager
5. continually monitors and makes necessary adjustments to year-to-date totals for quarterly reports and individual employee W-2 records
6. administers special check requests for appropriate situations:
 - a. to replace lost checks
 - b. to provide employees with loans towards salaries not paid due to late paperwork
 - c. to correct overpayment situations when termination notices are late
7. responds to authorized payroll information inquiries, such as verification of employment, by courts, financial institutions, and both internal and external auditors
8. prepares and processes salary reversals and bank transfers
9. completes retirement reports for individuals terminating from SURS and coordinates any adjustments to the same
10. performs other related duties as assigned

Level VI: Payroll Manager**4069(2450)**

Employees at this level are responsible for the management of a payroll office including all payroll processing and related activities. These employees control all tasks necessary to accomplish the organization's payroll processing objectives. They work under administrative direction from a designated administrative official.

A Payroll Manager typically –

1. hires, trains, evaluates, determines work assignments, approves leave time, and resolves discipline problems of and for staff employees
2. maintains the payroll system calendar schedules and coordinates changes with the Comptroller's Office and banks
3. is responsible for seeing that payroll procedures conform to federal, state, and university rules and regulations
4. attends meetings, workshops, and peruses other informational resources to remain current with ever-changing payroll requirements
5. checks and logs computer output and tapes, monitoring usage and distribution
6. administers data control/acts as liaison with computing services/schedules job processing
7. conducts staff meetings and training sessions to coordinate tasks
8. prepares numerous bi-weekly, monthly, quarterly, and yearly reports for federal tax, state tax, social security, retirement, unemployment, and other deduction agencies
9. administers tax levies, wage garnishments, and bankruptcy notices, including correspondence with outside agencies (such as lawyers and state comptrollers office)
10. serves as payroll liaison to administration, reporting on a regular basis
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Payroll Clerk****0792****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High school graduation or equivalent

or

One year of clerical experience which involved "considerable" performance of mathematical computations

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. good communications skills (written and oral)
2. ability to analyze and solve arithmetical problems
3. ability to operate business office equipment (such as calculators, computer terminals, telephones, or typewriters)
4. ability to use spreadsheet and/or word processing software
5. ability to work accurately with details
6. ability to deal tactfully with sensitive or confidential information

Level II: Payroll Specialist I**4065(3293)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One year of experience comparable to Payroll Clerk (Level 1)

or

One year of vocational training in a related business curriculum (such as accounting, business administration, finance, economics, or management sciences)

or

12 semester hours in a related business curriculum (such as accounting, business administration, finance, economics, or management sciences)

or

30 semester hours of college course work in any field

or

Any combination of the above totaling one year

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. skill in analyzing and solving arithmetical problems
2. skill in the operation of business office equipment
3. skill in working accurately with details

4. good communications skills (oral and written)
5. ability to deal tactfully with sensitive or confidential information

Level III: Payroll Specialist II**4066(3293)****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Possession of credential requirements listed for the Payroll Specialist I (Level II)
2. One year of work experience performing duties comparable to those listed in the Payroll Specialist I

or

One year of vocational training in a related business curriculum (such as accounting, business administration, finance, economics, or management sciences)

or

6 semester hours in a related business curriculum (such as accounting, business administration, finance, economics, or management sciences)

or

15 semester hours in any field

or

Any combination of the above totaling one year

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. skill in analyzing and solving arithmetical problems
2. skill in the operation of business office equipment
3. skill in working accurately with details
4. good communications skills (oral and written)
5. skill in using spreadsheet and/or work processing software
6. ability to deal tactfully with sensitive or confidential information
7. supervisory ability
8. ability to act as inter- and intra-departmental liaison

Level IV: Payroll Specialist III**4067(3293)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of credential requirements listed for the Payroll Specialist II (Level III)
2. One year of work experience performing duties comparable to those listed in the Payroll Specialist II (Level III)

or

Associate degree in a related business curriculum (such as accounting, business administration, finance, economics, or management sciences)

or

Any combination of training and experience totaling two years, six months of which must have been comparable to Payroll Specialist II (Level III)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to analyze and solve mathematical issues
2. ability to apply University policy and/or Federal and State regulations to legal requests, court orders and other payroll related issues
3. general knowledge of data processing systems
4. ability to prepare, review, and interpret edits and reports
5. ability to work accurately with details while meeting critical deadlines
6. ability to train regarding procedures, methods, or techniques
7. ability to deal tactfully with sensitive and multifaceted issues
8. skills in both written and oral communications
9. initiative and good judgment

Level V: Assistant Payroll Manager**4068(2450)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of credential requirements listed for the Payroll Specialist III
2. Two years of work experience performing duties comparable to those listed in the Payroll Specialist III (Level IV)

or

Bachelor's degree in a business related curriculum

or

Any combination of training and experience totaling three years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to interpret and apply University policy and/or Federal and State regulations to legal requests, court orders and other payroll related issues
2. supervisory skills
3. knowledge of data processing systems
4. ability to prepare, review, and interpret edits and reports
5. ability to train regarding procedures, methods, or techniques
6. ability to work accurately with details while meeting critical deadlines
7. ability to act as a liaison and facilitator among various departments as well as outside organizations
8. ability to deal tactfully with sensitive and multifaceted issues
9. initiative and good judgment
10. integrity

Level VI: Payroll Manager

4069(2450)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of credential requirements listed for the Assistant Payroll Manager
2. Three years of payroll experience, all of which included performing duties comparable to those listed for the Assistant Payroll Manager

or

Certified Payroll Professional designation

or

Bachelor's degree from an accredited institution in a related business curriculum (such as accounting, business administration, finance, economics, or management sciences)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to interpret and apply University policy and/or Federal and State regulations to legal requests, court orders and other payroll related issues
2. ability to work accurately with details while meeting critical deadlines
3. ability to act as a liaison and facilitator among various departments as well as outside organizations
4. ability to deal tactfully with sensitive and multifaceted issues
5. initiative and good judgment
6. integrity

Payroll Clerk	Revised
Payroll Specialist I	New
Payroll Specialist II	New
Payroll Specialist III	New
Assistant Payroll Manager	New
Payroll Manager	New