
Auburn University Job Description

Job Title: **Coord, Employee Records**

Job Family: No Family

Job Code: **EB34**

Grade 30: \$28,000 - \$46,700

FLSA status: Non-exempt

Job Summary

Reporting to the Manager, Employee Records and Systems Management, accurately and efficiently provides administrative support by performing data collection, data entry, data maintenance, document scanning, and records retention activities in accordance with established records management policies and procedures.

Essential Functions

1. Accurately and efficiently prepares, reviews, researches, verifies, corrects, and processes documents for entry into the Human Resources Banner System for all University employees in accordance with established Auburn University policies and procedures. Maintains and organizes Human Resources files in compliance with Federal and State laws to include storage, retrieval coordination, purging, shredding and destruction.
 2. Provides customer service to University departments regarding questions and problems with Electronic Personnel Action Forms (EPAFs) and employee job records.
 3. Through self or others, ensures the accurate scanning of all employee records, from new hire to termination of employment for all employee types, into appropriate system.
 4. Initiates and analyzes daily queries to identify actions needed to be taken. Reviews, corrects, and communicates errors or updates to involved parties.
 5. Oversees I-9/E-Verify System processes to include administrative support to stakeholders and employees and systematic purging as required by law. Collaborates with vendors on a daily basis to correct errors and address issues. Communicates with Human Resource Liaisons, supervisors, and other related parties to ensure employees' information is correctly identified and uploaded.
 6. Researches and responds to records appeals, audits, or inquiries per established guidelines. Provides information and assistance regarding relevant University policies and procedures; determines appropriate course of action, referral, or response. Refers cases and requests to Manager when needed.
 7. Assists in verification of employment for previous and current employees by identifying and providing accurate employee information to vendors.
 8. Supervises student and part-time employees that assist in processing documents for entry into the Human Resources Banner System.
 9. Completes and ensures accuracy of required State of Alabama New Hire Report.
 10. May perform other job-related duties as assigned.
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Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma
Experience (yrs.)	5	Experience in records and information management.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of general human resources and payroll policies and procedures. Ability to multi-task and communicate effectively.

Knowledge of federal and state laws regulating Human Resources records retention policies and requirements.

Knowledge of Banner Enterprise Resource Planning System desired.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands,

Job occasionally requires standing, walking, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/10/2018
