

JOB INFORMATION

| | |
|-------------------------|---------------------------------|
| Job Code | ED45 |
| Job Description Title | Spec II, Payroll & Emp Benefits |
| Pay Grade | HR07 |
| Range Minimum | \$43,130 |
| 33rd % | \$51,750 |
| Range Midpoint | \$56,070 |
| 67th % | \$60,380 |
| Range Maximum | \$69,000 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 4/5/2023 |

JOB FAMILY AND FUNCTION

| | |
|---------------|-----------------|
| Job Family: | Human Resources |
| Job Function: | Payroll |

JOB SUMMARY

Performs payroll and benefits-related functions, including benefits administration, payroll processing, payroll tax compliance, and associated reporting in a high-volume environment

RESPONSIBILITIES

- Determines benefits eligibility, enrolls eligible employees in benefits and codes deductions and taxes for all employees
- Processes payrolls which includes calculation of net pay and calculates overpayments, ensuring payrolls are issued properly and on time
- Ensures the balancing of accounts, reports and disbursements of deductions to vendors.
- Communicates with employees to inform and advise about confidential matters, policies, procedures and regulations in regards to both payroll and benefit issues
- Ensures billing for missed premiums and handling cash/check/payments
- Enters, balances, and maintains related files and records
- Supervises, edits, updates, and inputs the appropriate accounting and journal entries
- Maintains, revises, and audits plan and tax documents ensuring they are maintained within IRS rules and regulations
- May provide payroll and benefit related training to university employees

SUPERVISORY RESPONSIBILITIES

| | |
|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---|

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-----------------|-----------------------------------|-----|---------------------|--|--|
| High School | High School Diploma or Equivalent | And | 6 years of | Experience in payroll processing, taxes, and employee benefit administration | |

Substitutions Allowed for Experience: Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of FLSA requirements, tax regulations, payroll procedures, security/privacy protocols, coupled with strong mathematical, organizational, time-management, and communication skills applicable to supporting the Payroll function

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required. | | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | | | X | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.