



Classification Description

Job Title: Payroll Specialist I1

Pay Grade: 109

Job Code: 3974

FLSA Status: Exempt

Job Purpose

This position performs advanced technical and professional work in the Office 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. The Payroll Specialist II has gained broad and in-depth knowledge of FSW's Payroll Services and serves as a mentor to office staff including, but not limited to, those in the Payroll Specialist I position. This position also serves as back up in the absence of the Payroll Supervisor. This is complex work involving independent judgment, planning, coordination and completion of work under strict timelines.

General Responsibilities

Essential Functions

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 and 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.

Maintains and updates when necessary 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.

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.

PAYROLL SPECIALIST II

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

Assists Payroll Supervisor with end of year vacation "Buy Back" and leave conversion for all qualified FSW administrators and executives.

Responsible for uploading monthly demographics report.

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 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.

Maintains and updates payroll forms and payroll calendars each fiscal year and on an as needed basis. Forwards completed updates to the appropriate personnel for upload to the document manager and notifies staff of any updates.

Responsible for the annual Abandoned Property process and reporting. Researches all checks that remain outstanding. Creates and mails notifications to affected parties. Makes requests to appropriate personnel for stop payments and processes voids and reissues in Banner when appropriate. Prepares and distributes reporting to Accounts Payable and Payroll Supervisor by stated deadlines.

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

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.

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., within compliance deadlines

Acts as a back up in the absence of Payroll Supervisor.

PAYROLL SPECIALIST II

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.

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.

Three (3) years recent full-time professional related work experience in a high-volume payroll environment to include at least (1) year full-time experience as Payroll Specialist I in the FSW Payroll Services office. 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.

PAYROLL SPECIALIST II

- 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.
- 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: August 31, 2021. Revised: July 1, 2023.