**Position Description**

**Title Code:** 21311

**Official Title:** Payroll and Benefits Specialist Confidential

**Working Title:** Payroll and Benefit Specialist

**Department:** Human Resources

**FTE:** 100%

**Appointment Type:** Classified

**Exempt:** Yes  No

**Represented:**  Yes  No

**Bargaining Unit:** NA

**Date Finalized:** 2/27/2014

**Position Summary**

Reporting to the Director of Human Resources, this position requires the employee to perform highly complex payroll processing and benefits administration responsibilities within the Office of Human Resources. The Payroll and Benefits Specialist will be responsible for data entry and the monitoring of both biweekly and monthly payrolls for faculty, staff and students. This position will also provide assistance to the benefits specialist by assisting in the system entry of benefit enrollments, changes, and termination of coverage.

The person occupying this position must have in-depth knowledge of human resources (HR), payroll, time and labor, absence management, and understanding of complex policies in order to perform the payroll tasks within the PeopleSoft Human Resources System (HRS) higher education environment. With the HRS modules being highly integrated and relational, this position requires an understanding of the HR, payroll and benefits modules and the impact changes have between modules. The roles and responsibilities of this position encompass the operational management and interpretation of the payroll process and benefit administration. This position will perform other duties as assigned.

**Essential Duties and Responsibilities**

65% A. Payroll

1. Under limited supervision, provide payroll processing and time and labor assistance for classified, unclassified, student and LTE employees.
2. Enter in payroll transactions such as W4’s, Direct Deposit, funding, missing time or absences, and lumps sum payments
3. Apply complex problem solving, detailed analysis and adherence to federal, state, UW System, UW-Parkside polices and employment contracts in order to determine unclassified pay including overloads, rate adjustments, percentage changes, 9 to 12 month conversions, and summer rate.
4. Monitor time entries in Webclock and TimeSheet, provide time and labor security provisioning, monitor supervisory approvals, determine non hourly and hourly rate calculations as well as manage multiple appointments with high volume.
5. Utilize document imaging process workflow to enter payroll and develop supporting databases and spreadsheets as needed.
6. Provide one on one consultation with employees and provide complex problem solving to explain and resolve payroll issues and escalate issues as needed.
7. Monitor payroll for over/underpayments, accuracy and process payment plans or cash advances if determined necessary and work with the HR staff to prevent payroll errors.
8. Serve as a liaison with UW-System Administration regarding payroll issues, and serve on UW-Parkside and UW-System committees as requested.
9. Enter funding on payroll and conduct direct retros if required in cooperation with the Business Services department.
10. Review all payroll transactions and assist in reviewing benefit reports before final payroll is calculated.

5% B. Unclassified Associate lecture contracts

1. Assist with the generation of contracts and payments for classes taught for the fall, spring, winterim, and summer sessions as needed.

10% D. Technology and Reports

1. Provide support to the HR Office on reports generated through HRS including payroll, benefits, HR and budget related reports using tools such as: EPM, Interactive Reporting Query, HRS, and Cypress.
2. Generate reports for missing time, time and labor exceptions, absence management , event entries,
3. This position provides support to the HR Office staff regarding technical responsibilities such as HRS security logins and works with CTS to develop solutions to support the office.

15% B. Benefits

1. Assist in the system entry of benefit enrollments, changes, and termination of coverage.
2. Maintain a basic understanding of the following benefits: health, dental, life and disability insurance programs, Benefit Savings Programs, Wisconsin Retirement System, Employee Trust funds, Employee Reimbursement Accounts, tax shelter annuity and deferred compensation plans.

5% C. Training

1. Conduct trainings to employees and HR Staff on payroll procedures, time reporting and absence management, contracts renewals, reporting etc.

**Essential Knowledge And Abilities**

* Comprehensive knowledge of payroll processes and benefits administration.
* Comprehensive knowledge of FLSA, COBRA, FMLA, ADA, unemployment compensation, 403b, etc.
* Working knowledge of HRIS systems such as HRS, image document systems, report writing and writing queries.
* Working knowledge of online timesheets including absence management and time and labor systems and the flow of this data to payroll.
* Ability to think logically, perform work with accuracy and attention to detail and aptitude for numbers and calculations.
* Ability to work with a diverse population with varying skill levels and understanding of technology and of payroll and benefits.
* Ability to give excellent customer service with a sense of urgency and a desire to resolve issues while building positive relationships with staff, students, faculty and administration.
* Ability to think and react proactively to improve processes and make positive recommendations to the HR team.
* Ability or interest in providing technical support to the HR Office and an aptitude to implementing technical solutions.
* Ability to maintain confidentiality regarding sensitive employee data.
* Ability to work some nights, some weekends or occasional holidays to ensure payroll runs accurately depending on payroll calculation schedules.
* Position requires extensive computer use and requires extended periods of sitting.

**Qualifications**

**Education, Experience, Training And/or Certifications**

Required

* 2+ years of payroll processing and benefit administration

Preferred

* 4+ years of payroll processing and benefit administration
* HR generalist work experience
* Training or education in HR, payroll or benefits such as: a BA or Master’s in Human Resources or related field, HR certificate, SPHR/PHR, payroll certification or related training or experience
* Experience working in government or in higher education