**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:** 9/29/2014

**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 administration of fringe benefits, payroll and leave accounting, benefit orientations, and retirement activities. This position will also be responsible for 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 required duties 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**

1. ***Administer fringe benefits (80%)***

1. Administer all benefit programs and be knowledgeable about the provisions in the various plans.

2. Conduct new employee benefits orientation sessions and provide assistance in identifying benefit eligibility.

3. Research and be knowledgeable of State Statutes, Wisconsin Administrative Codes, labor agreements, rules and regulations and Board of Regent Policies to determine correct interpretation and application to each specific individual being counseled.

3. Provide pre-retirement counseling, compute estimated benefits and discuss options such as purchasing forfeited WRS or other creditable service, early retirement versus normal retirement, etc. interpret State and Federal rules, regulations, and laws pertaining to the Wisconsin Retirement System (WRS).

4. Determine eligibility and assist employees anticipating terminating employment or who are in lay-off status, including counseling on continuation rights under insurance programs, such as COBRA rights, life insurance conversion, etc.

5. Distribute Cobra notifications and benefit change notifications.

6. Assist in benefit reconciliations, audits, and benefit billing.

7. Counsel employees on benefits options resulting from life changes including marital status changes, birth, death, address changes, and dependent changes. Inform employees of their benefits options regarding leave of absence and military leave.

8. Work directly with vendors regarding policies and assist employees in resolving claim problems.

9. Coordinate open enrollments for employees and annual insurance updates: income continuation; individual and family group life; dual choice health insurance, dental and employee reimbursement account (ERA).

10. Distribute annual staff benefit and WRS retirement statements

1. ***15% Payroll Administration***

1. Serve as primary contact to coordinate and set up voluntary deductions; enter deductions as needed.

2. Assist in employee notifications regarding missing timesheets and leave reports.

3. Assist with Unclassified additional pay entries.

4. Assist in reviewing payroll transactions for accuracy.

5. Serve as primary contact to coordinate and set up voluntary deductions; enter deductions as needed.

1. ***5% Miscellaneous***

1. Conduct trainings to employees and HR Staff on benefit procedures, time reporting and absence management, and benefit reporting etc.
2. Attend various UW System teleconferences and campus meetings regarding payroll, benefits, and human resources issues.

**Essential Knowledge And Abilities**

* Comprehensive knowledge of benefit administration and payroll processes.
* Comprehensive knowledge of FLSA, COBRA, FMLA, and defined benefit plans.
* Working knowledge of HRIS systems such as HRS, image document systems, report writing and writing queries.
* Working knowledge of electronic time entry including absence management.
* Working knowledge of desktop hardware and standard business software programs (e.g. word processing, spreadsheets, database) and the Internet.
* 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 to maintain confidentiality regarding sensitive employee data.
* Ability to work some nights, some weekends or occasional holidays
* Position requires extensive computer use and requires extended periods of sitting.

**Qualifications**

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

Required

* 2+ years of benefit administration and payroll processing.
* HR generalist work experience

Preferred

* 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