

HIGHER EDUCATION PERSONNEL

Specification for Class

Class Code: 3061

PAYROLL TECHNICIAN

Abolished Effective February 10, 2006

BASIC FUNCTION

Prepare and maintain payroll records; compile and ensure the accuracy of reports; take corrective action as necessary.

DISTINGUISHING CHARACTERISTICS

Under general supervision, prepare and maintain payroll records. Interpret varying institutional, state, and federal regulations and apply to the payroll function. Work with departments to resolve payroll problems.

TYPICAL WORK

Compile and compute payroll data from a variety of source documents, such as time records, personnel action forms, contracts, insurance forms, withholding forms, etc.;

Input payroll and insurance data and perform routine audits to ensure accuracy and compliance with employee authorizations and state/federal requirements;

Ensure compliance with institutional, state and federal requirements in payroll procedures, computations and deductions;

Review payroll procedures and make recommendations to improve service and accuracy;

Coordinate with insurance and retirement officer on deduction procedures; ensure timely payment of various deductions to vendors, insurance providers, and government entities;

Reconcile insurance billings, retirement reports, W-2 end-of-year reports, and other reports as required;

Advise departments, fiscal office or data processing center of procedural errors; take corrective action;

May provide employees with basic health, life, and disability insurance and retirement information; assist employees with required forms;

Perform related duties as required.

MINIMUM QUALIFICATIONS

One year of experience as an Fiscal Technician I or equivalent; nine quarter hours or six semester hours of college-level course work in accounting principles may substitute for six months of required experience

OR

equivalent education/experience.

New Class: 1-03-73

Revise Title & Class: 5-1-82

Revise MQ: 7-2-90

Revise Class, Title & MQ: 7/1/96