

## PAYROLL SPECIALIST I

### DEFINITION

Performs a variety of payroll data processing duties to resolve discrepancies by following standard payroll guidelines, policies, and procedures.

### TYPICAL DUTIES

Researches and analyzes payroll data and personnel records using SAP, HR master data, and other computer programs to ensure accurate salary payments and deductions, retirement, illness leave, vacation, workers compensation, legal claims, and garnishments. Follows set procedures to resolve payroll errors resulting from payroll runs, and corrects overpayments, underpayments, and benefit accruals.

Resolves daily payroll inquiries on demand from sites and employees and provides information regarding District policies and practices, rules and regulations, codes, and procedures related to District business systems and protocols, salary payments, and payroll accounting and deductions.

Applies certificated and classified personnel regulations in determining correct payments and records and explains them to administrators, office managers, and other employees.

Maintains time and payroll master data on scheduled due dates for timely and accurate payroll processing and check distribution.

Answers correspondence and telephone and in-person inquiries concerning assignment data, time-reporting methods, illness leave and vacation balances, effects of regulations on payroll problems, and discrepancies in salaries paid

Schedules and meets with employees to explain payment discrepancy and deduction issues.

Provides confidential payroll information, as authorized by subpoena or supervisor, to courts, public agencies, loan and insurance companies, and other units of the District and may be required to attend court on behalf of the District to present the information.

May formulate updated payroll processes or potential solutions to alleviate future problems

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Payroll Specialist I performs a variety of data processing duties involving the processing of payroll data utilizing the District's SAP Payroll application system.

A Payroll Specialist II performs a variety of technical and analytical duties related to the District's SAP Payroll application system and subsequent activities. The Payroll Specialist II may act as a lead in the completion of daily payroll processing cycle.

A Payroll Specialist III analyzes the payroll system and procedures and provides technical support for Payroll Administration Branch staff.

### SUPERVISION

General supervision is received from a Senior Payroll Specialist.

## CLASS QUALIFICATIONS

### Knowledge of:

Functionalities and processes of SAP Personnel Administration, Benefits, Time, and Payroll modules  
Procedures involved in payroll processing, including personnel assignments, time reporting, deduction control, and payroll accounting.  
Educational Codes, District and Personnel Commission rules and regulations, and union contracts related to wages, salaries, fringe benefits, and deductions  
Internal Revenue Service (IRS) and Franchise Tax Board (FTB) circulars as they pertain to salary taxation  
Federal, State, and local laws related to payroll processing

### Ability to:

Effectively utilize computer equipment and software in the performance of duties  
Work under stressful situations within time limitations  
Work effectively with all levels of District employees and organizational representatives  
Work independently on assigned projects and as a team lead or member  
Communicate effectively, both orally and in writing  
Keep information confidential  
Utilize Microsoft operating systems: Excel, Outlook, and Word

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency. Completion of 60 semester or equivalent quarter units from an accredited college or university with courses in business, accounting, economic, human resources, information systems, or a related field is preferable.

### Experience:

One year of experience performing detailed clerical work that included the use of arithmetic, the maintenance of payroll records, or the preparation of assignment data.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time as long as such addition or change is reasonably related to existing duties.

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