

PAYROLL SPECIALIST II

DEFINITION

Performs a variety of broader technical and analytical payroll processing duties.

TYPICAL DUTIES

Reviews, performs, and completes payroll cycles from processing runs to financial postings to ensure timely and accurate payments, tax, retirement and deductions, updates to HR master data, illness leave, vacation, legal claims, and garnishments.

Compiles, researches, analyzes, and resolves time and payroll errors resulting from payroll processing in SAP.

Assists in identifying and resolving problems in the SAP Payroll system or processing procedures by examining SAP time reports, employee assignments, benefits, deductions, adjustments and corrections, and salary delivery; and recommends prevention methods.

Assists and coordinates writing test scripts to ensure scenarios are well defined for successful User Acceptance Testing on system fixes and enhancements and evaluations of new software applications.

Assists in the preparation and analysis of financial, personnel, time or payroll records for reconciliation.

Coordinates, schedules, and processes daily off-cycle payroll runs and subsequent activities.

Answers correspondence, 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.

Assists training personnel in modifying and updating training procedures and manuals.

Assists with providing training to administrators, time reporters, and other personnel regarding time and payroll procedures and problem resolution.

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 attends court on behalf of the District to present the information.

May lead or coordinate a team of staff in completing payroll processing related projects.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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 or special projects.

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

SUPERVISION

General supervision is received from the Senior Payroll Specialist. No supervision is exercised.

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
- Fundamentals of systems analysis for data processing

Ability to:

- Effectively utilize computer equipment and software in the performance of duties
- Anticipate payroll problems and develop and implement procedures for resolution
- Work effectively with all levels of District employees and organization representatives
- Train employees in systems and procedure implementation
- Design forms and write clear instructions
- Prepare clear and concise reports and recommendations
- Remain calm and pleasant under pressure and in stressful situations
- Work in a fast-paced environment with multiple deadlines
- Listen, and communicate effectively with customers
- Utilize Microsoft operating systems: Word, Excel, and PowerPoint

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Sixty semester or equivalent quarter units in courses such as business, accounting, economics, human resources, computer information systems, or a related field are preferable. A bachelor's degree from an accredited college or university is preferable.

Experience:

Two years of experience utilizing the SAP Human Capital Management system in payroll processing with responsibilities in such areas as payments, deductions, personnel assignments, accounting, customer service, application of payroll regulations, error resolution, time and attendance, or systems analysis.

Special:

Some positions may require a valid California Driver License and the use of an automobile

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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