

PAYROLL DISTRIBUTION ASSISTANT

DEFINITION

Performs clerical and manual duties in connection with payroll distribution and responds to inquiries regarding the disposition of salary warrants.

TYPICAL DUTIES

Assists employees in personal and telephone contacts by:

- Searching and analyzing payroll distribution data to ascertain disposition of salary warrants
- Providing employees information for completing lost warrants affidavits and witnessing their signatures

- Interpreting information from district SAP and HRS records, LACOE records, computer printouts, microfiche records, and personal computers to determine warrant and payroll numbers, location codes, stop payments, outstanding checks, gross amounts, hourly pay, deductions, and net amounts

- Explaining differences in types of payroll warrants, amounts issued, and variations in payroll3 calendars.

Loads and operates stamping, and sealing machines.

Calibrates machines to assure appropriate changes in different payroll runs.

Determines causes of incorrect machine operations and stoppages and makes or requests adjustments and minor repairs.

Pulls warrants from payroll runs for garnishments, changes of address, over and under payments, and deceased employees.

Assembles and packages payroll runs for delivery to schools and offices.

Loads and shelves trays containing warrants for mailing and distribution.

Processes documents with the Los Angeles County Office of Education for payments to designees of deceased employees, stale dated warrants, and for actions and payments regarding claims of fraudulently cashed checks.

Maintains logs and prepares monthly reports regarding lost warrants, warrant disposition, returned warrants, and stale dated checks

Maintains files of warrant designee and address cards.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Payroll Distribution Assistant provides assistance to employees regarding disposition of salary warrants by analyzing payroll distribution data, prepares materials needed to rectify problems, and operates payroll distribution machinery.

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.

The Payroll Distribution Supervisor establishes controls and supervises employees in the operation of machinery used for distributing payroll and in analyzing payroll data to determine disposition of salary warrants.

SUPERVISION

General supervision is received from the Payroll Distribution Supervisor. Functional supervision may be exercised over lower-level clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- Rules and regulations regarding the processing of lost warrant affidavits and the replacement of salary warrants
- Various payrolls produced by the District
- Various school payroll calendars
- Microsoft operating systems
- Microsoft Excel, Outlook, and Word
- Office practices and procedures
- Procedures for files organization and maintenance
- Operation of various office machines to be able to make minor repairs and adjustments
- SAP HR and Payroll Modules

Ability to:

- Explain rules and procedures necessary for filing lost warrant affidavits and replacing salary warrants
- Communicate effectively, both orally and in writing
- Work under pressure of multiple deadlines
- Learn to set up and operate various payroll delivery machines that operate at a high rate of speed
- Learn payroll codes for interpreting warrant and register data
- Compile data and prepare reports

Special Physical Requirements:

- Stand for extended periods of time
- Safely lift and carry trays weighing up to 25 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office practices and procedures, business English, and computer usage.

Experience:

One year of clerical or office experience that included operating various office machines and explaining policies and procedures or preparing and maintaining payroll time reports.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.