

# CLASSIFICATION SPECIFICATION

## Payroll Services Specialist I

FT/PT Class Code: 4067, 4567      Pay Grade: B/C 10      FLSA: Non-Exempt      Rev. 07/01/13

**SUMMARY STATEMENT:** An incumbent is responsible for processing employees' human resources, benefits, and payroll transactions in the integrated Payroll/Human Resources Statewide Technology (PHRST) system. In addition, an incumbent performs payroll accounting responsibilities and completes assigned special projects.

### NATURE AND SCOPE:

An incumbent typically reports to the Collegewide Payroll Services Manager or Collegewide Assistant Payroll Manager and processes College payrolls for all assigned salary, supplemental, and hourly payroll locations. An incumbent must adhere to established practices and applicable State and federal guidelines and serves as a liaison between the campuses and outside agencies for all payroll functions and PHRST-related responsibilities. An incumbent receives special project assignments from the Payroll Services Specialist II.

### PRINCIPAL ACCOUNTABILITIES:

***An incumbent may perform any combination of the below listed accountabilities:***

1. Evaluates and processes College payrolls for assigned and hourly payroll locations using the integrated PHRST system human resources, benefits, and payroll modules and Delaware Financial Management System (DFMS) funding reconciliation. Ensures that payroll transactions are in compliance with laws, regulations, policies, and procedures.
2. Analyzes concurrent employees to ensure coordination of benefits, locality and FLSA standards are accurately reported. Performs analysis of paycheck earnings, deductions, and funding on a biweekly basis to ensure proper allocation is recorded.
3. Investigates, researches, and resolves complex payroll and PHRST-related issues associated with assigned payroll locations. Coordinates with the Payroll Services Specialist II to determine if policies and procedures are intact and retrieves authorized signature from the Collegewide Payroll Services Manager and/or Collegewide Assistant Payroll Manager (in absence of Payroll Manager) on all payroll and PHRST-related forms prior to submission.
4. Audits, reconciles, and corrects Personnel Data Forms (PDFs) and other payroll/human resources documents for management in PHRST for the assigned payroll locations. Performs periodic audits of PHRST data to ensure accuracy of data retention.
5. Performs non-PHRST-related processes such as: recodes, kickers, verifications, on-demand paychecks, tax calculations and system data validation between PHRST and other State and College data systems.
6. Processes fiscal reports as assigned by the Collegewide Payroll Services Manager to include: Start-up, Payroll Listing, and Reconciliation reports. Serves as a backup for all departmental reports.

## **PRINCIPAL ACCOUNTABILITIES, cont'd:**

7. Completes special projects assigned by the Payroll Services Specialist II and/or Collegewide Payroll Services Manager within critical deadlines.
8. Responds to inquiries from the Department of Labor, banks, mortgage companies, campuses, State and federal agencies.
9. Performs other related duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of auditing procedures and principles of accounting.
- ◇ Knowledge of office and recordkeeping practices and procedures.
- ◇ Knowledge of applicable State and federal laws, rules, and regulations.
- ◇ Knowledge of database management and spreadsheet software.
- ◇ Knowledge of College and State computerized payroll programs, e.g., PHRST, DFMS, OMS, etc.
- ◇ Excellent keyboarding, time management, interpersonal and communication skills.
- ◇ Knowledge of State and federal laws, rules, and regulations pertaining to payroll.
- ◇ Knowledge of automated payroll/human resources, accounting and/or budgeting management systems.
- ◇ Skill in performing mathematical computations with speed and accuracy.
- ◇ Ability to communicate effectively in oral and written form.
- ◇ Ability to operate a computer and other office equipment.
- ◇ Ability to manage multiple tasks and meet critical deadlines.

## **MINIMUM QUALIFICATIONS:**

- ◇ Associate degree and two (2) years of relevant experience; or other equivalent combination of education and experience.