JOB TITLE:	TECHNICIAN PAYROLL SYSTEM
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA/GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8479
BARGAINING UNIT:	CLAB

REVISED: Submitted:

07/17/2019   07/16/2019

SCOPE OF RESPONSIBILITIES

Assists with maintaining systems used for HR/Payroll processing. Assists with planning, developing and processing data integrity reporting. Analyzes data and coordinates resolution to exceptions. Assists with the implementation of new programs and system upgrades. Assumes responsibility for processing and monitoring payroll bank transactions. Assumes responsibility of liaison between the department, locations, and vendors.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with processing data integrity reports, confirms and resolves discrepancies in employee system records

Assists with systems implementation, upgrades and the maintenance of certain HR/Payroll system auxiliary tables

Assumes responsibility for monitoring and coordinating resolution of the reporting of special pay such as Set-Up Day, PTC, Over-cap, and Differential pay, to ensure proper reporting

Assumes responsibility for resolving discrepancies in employee leave accruals tables and monthly vacation updates

Assists with generating edit reports for the bi-weekly payroll warrant and ensures resolution to discrepancies

Assumes responsibility for confirming edit and final payroll warrant totals and resolves insufficient net pay issues related to deductions

Assumes responsibility for processing, monitoring and resolving all payroll bank transactions related to direct deposit files, account transfers, returned ACH items, ACH redirects, reversals, and ACH payments to payroll vendors

Assumes responsibility for tracking, reconciling and resolving pending direct deposit payments

Assumes responsibility for creating vendor remittance files, reconciling corresponding liability account and uploading files to the vendor SharePoint site

Assists with coordinating, verifying and implementing bi-weekly and annual Open Enrollment vendor deductions files

Assists with compiling records requested by auditors, District departments and/or open records requests

Assists with planning, developing and implementing training programs and system procedure documentation

Performs data research and reconciliation

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is primarily sedentary. This work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of experience in payroll processing
Ability to maintain accurate records and meet established deadlines
Ability to work well in a team environment.
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in analyzing data and maintaining system integrity
Experience in Kentucky school financial systems and reporting
Experience in a diverse workplace