JOB TITLE:	TECHNICIAN PAYROLL
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8079
BARGAINING UNIT:	CLAB

REVISED: Submitted:

07/01/2022   06/07/2022

SCOPE OF RESPONSIBILITIES
Responsible for insuring employee records and transactions related to pay, deductions and leave accruals are maintained accurately according to associated personnel actions. Assists with validating and insuring District time reporting and pay calculations are accurate and finalized by the required deadlines. Analyzes payroll time reporting and coordinates the resolution to exceptions. Assists with testing and implementing system programs. Provides customer service, training and guidance to District staff and employees. Assumes responsibility as liaison between the Payroll Department, Human Resources, District locations and employees. Works under general supervision using a wide range of procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assumes responsibility for managing the processing of personnel actions for assigned workflow locations; confirms the accuracy of data maintained in employee master, job pay, deduction and leave accrual records; coordinates corrections with Human Resources; approves final posting of personnel changes in the live database by the required deadlines
Assumes responsibility for verifying and processing payroll for regular, substitute, coach, extra service and supplemental pay; ensures personnel changes are captured accurately in Time & Attendance and the payroll warrant; coordinates changes with reporting locations
Ensures locations have finalized all time reporting by the required deadlines; assists locations with resolution to reporting issues
Analyzes payroll edit reports for compliance with District policies, procedures, union contracts and Wage & Hour Law; assumes responsibility for the resolution to errors and exceptions
Verifies accuracy of salaries paid; calculates and processes complex retroactive salary adjustments; administrators repayment arrangements resulting from salary overpayments
Assumes responsibility for calculating and processing the coordination of sick and assault pay with Worker Compensation
Assumes responsibility for accurately maintaining employee escrow withholdings and pay-outs
Calculates, prepares and submits supplemental payroll related to corrected/omitted time reporting, retirement/separation pay-outs, sick bank days and voided pay.
Assumes responsibility for maintaining proficiency in all District payroll and Time & Attendance systems as well as the appropriate usage of pay, deduction and leave accrual transactions.
Corresponds effectively, professionally and respectfully and provides guidance to District management, support staff and employees regarding payroll related questions regarding time reporting, policies and procedures
Ensures required payroll documentation is received and maintained in accordance with the records retention schedule
Assists with planning, developing and implementing training programs and system procedure documentation
Performs self-directed data research and in-depth troubleshooting; works collaboratively with other Payroll team members to effectively maintain the accuracy of HR/Payroll data
Performs other duties as assigned by designated supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The 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 successful payroll or bookkeeping experience
Ability to maintain accurate records and meet established deadlines
Ability to work well in a team environment
Ability to communicate in a professional, effective manner

DESIRABLE QUALIFICATIONS
Two (2) years Human Resources or Benefits experience
Experience in Kentucky school financial systems and reporting
Experience in a diverse workplace