

Position Description - Unclassified

Position Status:

Position Title		Position Number
Payroll Manager		E99364
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12 months	07/01– 06/30	Human Resources
Position Type		FLSA
Full time, Unclassified		Exempt
Reports to		Reports to Position Number
Executive Director of Human Resources		E99864
Incumbent		University ID #
TBD		

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>The mission of the Human Resources is to develop, implement, and administer a wide range of programs within guidelines provided by the State of Oregon, the Oregon Public Universities and the University Administration. These programs will assure the best use of, and service to, the institution's current and future workforce. Human Resources supports the institution's goals by providing the best possible services in the areas of personnel, recruitment, benefits, and payroll processing.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>This position is responsible for payroll processing, overseeing time-keeping, and record keeping functions regarding timely and accurate pay, for all employee classes. This position uses a combination of established procedures, fundamental application of collective bargaining agreements, payroll processes, and adaptability while adhering to laws, regulations, policies, and procedures. Decisions are made based on experience and knowledge of the services and programs. This position is responsible for the end of fiscal and calendar year administration, reconciliation and reporting. This position is responsible for the maintenance and continual progression of the HRIS system. It has supervision of payroll staff.</p>

Position Information and Qualifications:

<p>A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised</p>	
Percent of Time	Duties
60% “E”	<p>Payroll Administration</p> <ul style="list-style-type: none"> Conduct all monthly payroll processes in Banner HRIS timely and accurately, ensuring compliance with laws and tax obligations. Work closely with Benefit Coordinator to ensure employees are receiving the appropriate benefit payroll calculations Assist in making decisions on approving time certificates for retroactive pay, retroactive pay increases, termination pay, etc. Supervise payroll time-entry

<p>35% "E"</p> <p>5%</p>	<ul style="list-style-type: none"> • Responsible for Student payroll eligibility and process • Manage weekly off-cycle manual check runs as necessary • Back up for payroll data processing including input into Banner HRIS of deduction and time entry • Assist in processing for under/over-payments • Receive, process, and respond to all garnishments • Calculate taxable tuition benefit for all employees who utilize the staff tuition fee reduction or transfer their benefit to a family member. Notify the employee, and other universities as applicable • Reconciliation of multiple payroll fund accounts i.e.; taxes, over-payments, garnishments, donations, and miscellaneous withholdings • Create disbursement requests for payments to vendors • Coordinate monthly payroll meetings • Coordinate monthly FMLA/Workers' Comp. meetings to prevent overpayments • Develop and run payroll reports • Provide payroll reporting to outside agencies such as SAIF, Bureau of Labor Statistics, and others • Reconcile setup of union dues • Annual check purge and submittal of unclaimed properties to the applicable State agency • Prepare Journal Vouchers as needed for payroll corrections • Audit all payroll data each month prior to completion of payroll <p>General Application</p> <ul style="list-style-type: none"> • Develop and maintain a comprehensive working knowledge of pay related federal, state and BOLI laws and tax laws, collective bargaining agreements, and WOU policies and apply these policies as they relate to pay and leave situations. Implement changes to federal, state or BOLI regulations • Submit quarterly SAIF/Workers Compensation payroll reporting • Audit tax forms required for foreign employees • Oversee Federal Work Study Program tracking and corrections • Coordinate updates to department website as needed via WordPress <ul style="list-style-type: none"> • Perform special projects and other duties as assigned.
--------------------------	---

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Bachelor's Degree in accounting, finance, taxation, business administration, human resources or related field; or an equivalent combination of education and or experience.
- Five (5) years of experience in the payroll field.
- Experience in processing and overseeing a payroll with 100+ employees
- Experience working in a high detailed work environment

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Payroll certification
- Experience and or working knowledge of the Banner Finance and/or Banner Human Resource systems.
- Experience with bargaining agreements, complex employment contracts and interpreting and enforcing policy and procedures.

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

Knowledge of:

- Knowledge of generally accepted accounting practices, standards and theory;
- Payroll processing;
- Tax withholding;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes related to payroll;
- Banner systems.
- Broad knowledge of Human Resources practices
- Knowledge of account analysis and reconciliations and the ability to proactively assess and anticipate potential problems; ability to develop and implement strategies for preventing/resolving problems
- Knowledge of WOUFT & SEIU Contracts, IRS, and BOLI regulations
- General budget knowledge and FIS experience
- Follow procedures set in FASOM (Financial Accounting Standards Operating Manual); and HR and Campus Standards and policies

Skills in:

- Applying complex salary and compensation calculations;
- Strong analytical and research skills; ability to gather, evaluate and develop well-reasoned conclusions and recommendations;
- Leading and strengthening teams;
- Distributing workload of staff;
- Effectively and accurately communicating both in writing and verbally;
- Spreadsheet and word processing software.

Ability to:

- Analyze and interpret data for accuracy;
- Research laws, regulations, codes and/or statutes;
- Work effectively with diverse academic, cultural, and ethnic backgrounds of community college students and staff.
- Establish and maintain cooperative working relationships.

Budget Authority:

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$
	Delegated authority to monitor budget	\$

	Limited approval authority for purchase	\$
	Purchase only with higher level approval	\$

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.			
x	Hire	x	Assign Work
x	Transfer	x	Recommend salary adjustments
x	Discipline	x	Approve requests (i.e. leave)
x	Dismiss	x	Respond to complaints/grievances
	Layoff	x	Conduct performance assessments
	Promote	x	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
	Teaching faculty	
x	Classified staff	1
	Unclassified staff	
	Student Employees (average per term)	
	Other (specify)	

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.
<ul style="list-style-type: none"> • Decisions regarding application of CBAs, IRS, BOLI, or other policies and statutes related to salary or benefit issues. • Decisions in regard to coordinating and running reports necessary to process salary and benefits ensuring adequate time to verify accuracy. • Decisions involving staff to ensure work is complete and accurate. • Decisions on how to best accomplish an assigned task/work and priorities of workload.

Additional Information:

List any additional information that would help describe the nature of the position.
<ul style="list-style-type: none"> • This position requires a high degree of confidentiality and also is subject to contact with confidential labor relation’s information. • Must have aptitude for math, detailed work • Must be able to have good rapport with all WOU employees. • Must be accurate as the consequence of error is high. • Must be very flexible as there are many interruptions and be multi-task oriented. • Must have a clear understanding of policies and procedures for HR/payroll issues. • Must have high organizational skills due to large workload volume and knowledge of a variety of classifications of employees.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		