



# POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
HR Generalist (Payroll)	2/12/2024
Position Classification	Appointment (9mos. / 12 mos. / Other)
Unclassified	12-Months
Normal Position Work Dates	FLSA
07/01 - 06/30 (12 Months)	Exempt
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
.75 FTE to 1.0 FTE	
Department/Division	Work Location
Human Resources	Monmouth Campus
Reports to	Position Number
Payroll Manager	E99929
Incumbent	Reports to Position Number
TBD	E99364

SUMMARY
Please provide a brief summary of the position.
The HR Generalist performs a broad range of human resources functions, including but not limited to the coordination of payroll tasks. This position is responsible for entering and auditing payroll data for accuracy; tracking & reporting of faculty and unclassified staff leave accruals; and the coordination of student payroll each month. This position serves as one of the back-up payroll processors.
This position will deal with frequent interruptions and varying deadlines or priorities. It is also responsible for answering or assisting with questions that are complex or sensitive in nature. This position works closely with all employees and requires the ability to differentiate pay or leave questions as applicable to each employee classification.
The HR Generalist may also assist with other areas of the Human Resources Office as needed.

## PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental

30%	<p><b>Student Payroll Processing</b></p> <ul style="list-style-type: none"> <li>• Responsible for receiving, tracking, and merging departmental student payroll rosters, verifying accuracy of account and index codes, and working with the Payroll Manager to complete roster load and reconciliation.</li> <li>• Coordinates with front office staff to receive necessary paperwork from students for timely payments</li> <li>• Receives and processes all student roster types (35-Day Rule, Final Roster, Redistribution) in a timely and accurate manner.</li> <li>• Makes decisions and create student manual checks to be printed in compliance with current laws and rules (ex. 35-day law per BOLI). Requires knowledge of policies and procedures regarding accurate payment, date and amount for determination when a manual check is required.</li> </ul>	Essential
30%	<p><b>Leave Accrual Tracking / Reporting</b></p> <ul style="list-style-type: none"> <li>• Responsible for reviewing employee leave reports to ensure employees who need to be taking leave have filed appropriate documentation</li> <li>• Coordinate with Benefit Manager to ensure employees have filled out projected time-records if on protected leave</li> <li>• Work with supervisors to ensure accurate leave reporting</li> <li>• Responsible for the tracking &amp; distribution of unclassified professional staff and faculty leave reporting</li> <li>• Assist Payroll Manager with transition to Web Time-Entry, reviewing and updating supervisor information, time-keeping methods, or other leave entry and tracking</li> <li>• Maintain web-time spreadsheet for unclassified professional staff</li> </ul>	Essential
20%	<p><b>Other Payroll Support</b></p> <ul style="list-style-type: none"> <li>• Enter payroll deduction information as necessary</li> <li>• Manual check creation for Back Pay Worksheets, Payroll Advances, ACH Returns, final pay, and more. Alerts Payroll Manager when checks are ready to be audited and printed.</li> <li>• Calculates final pay for resigning employees</li> <li>• Audits classified &amp; hourly payroll entry during payroll</li> </ul>	Essential

	<ul style="list-style-type: none"> <li>Acts as a back-up payroll processor to Payroll Manager as necessary</li> <li>Managers payroll email, disseminating emails to other HR staff as needed</li> </ul>	
10%	<b>Calculation of Overpayments</b> <ul style="list-style-type: none"> <li>Work with Payroll Manager to calculate net payment due from employees resulting from payroll errors, ensuring proper payroll withholding procedures are followed.</li> <li>Assist in communication with employees about the collection process and options.</li> </ul>	Essential
5%	<b>Generalist / Back-Up Duties</b> <ul style="list-style-type: none"> <li>Assists Human Resources office staff with general projects and support as need arises throughout the office. May assist recruitment, data entry, and other areas in the office.</li> <li>Acts as the back-up to the Talent Acquisition Coordinator</li> </ul>	Essential
5%	<b>Other Duties</b> <ul style="list-style-type: none"> <li>Other duties as assigned</li> <li>Run weekly/monthly reports to ensure integrity of data, making updates where necessary</li> </ul>	Incidental

### EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bachelor's Degree in Accounting, Finance, Human Resources, or a related field is preferred, or any combination of 2-3 years of relevant experience

Master's degree	<input type="checkbox"/>	<input type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

### EXPERIENCE

Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Experience with Banner or another integrated payroll database strongly preferred	Choose an item.	6-12 Months	
Experience working in a Human Resources or payroll environment preferred	Choose an item.	1-2 Years	
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	

### SOFT SKILLS

Soft Skill	Required	Preferred	Notes
Strong verbal and written customer service and communication skills with an ability to understand and explain complex pay, deduction or leave accrual information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Excellent computer skills including Word and Excel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to prioritize tasks based on importance and deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Must be detail-oriented, as any error could result in incorrect pay or taxation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Must be able to exercise initiative and judgment to accomplish assignments under general supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bilingual, especially Spanish or ASL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

### CERTIFICATES, LICENSES, REGISTRATIONS

(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input type="checkbox"/> None			
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SHRM Certification or Payroll Certification

### SUPERVISION

Check the box next to each supervision level utilized by this position.

Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input checked="" type="checkbox"/>
Level 2	<b>Lead Capacity:</b> Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>

### SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this	<input type="checkbox"/>
---------	--	--------------------------

level.	
If Level 3 or above is selected, please list direct reports:	
Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title

\*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY	
For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources <a href="#">Forms Page</a> .	
Scope of Decisions Made:	Policy Driven
Impact of Decision Made:	University
Autonomy and Discretion:	Independent Work, Overall Direction
Fiscal Authority:	None
Fiscal Responsibilities:	None
Operating Budget (\$):	\$
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS		
<b>Typical Work Functions*</b> (check all that apply)	<input type="checkbox"/> Balancing	<input type="checkbox"/> Carrying
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input type="checkbox"/> Crouching/ Stooping	<input type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
	<input type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
	<input checked="" type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting
	<input checked="" type="checkbox"/> Speaking	<input type="checkbox"/> Specific Work Schedule
	<input type="checkbox"/> Squatting	<input checked="" type="checkbox"/> Standing

<input checked="" type="checkbox"/> Telephone Use	<input type="checkbox"/> Twisting/Bending
<input type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Writing

<b>Typical Working Environment and Hazards*</b> (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display
	<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens
	<input type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
	<input type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
	<input type="checkbox"/> Weather Extremes	

Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	

**ADDITIONAL REQUIREMENTS**

**Background/Education Check:** A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

**Equal Employment Opportunity:** Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

**Accommodation Requests:** Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.

**Acknowledgement:**

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

**HR USE ONLY:**

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code

**Actions Taken**  
 NBAPBUD/NBAPOSN     NBAJOBS     PEAFAC     Electronically Filed

**NOTES:**