



Payroll Specialist I

Salary Group: B15

Class Code: 1291

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PAYROLL ASSISTANT	1290	A13	\$29,439 - \$46,388
PAYROLL SPECIALIST I	1291	B15	\$32,976 - \$52,045
PAYROLL SPECIALIST II	1292	B17	\$36,976 - \$58,399
PAYROLL SPECIALIST III	1293	B19	\$42,244 - \$68,960
PAYROLL SPECIALIST IV	1294	B21	\$48,278 - \$78,953
PAYROLL SPECIALIST V	1295	B23	\$55,184 - \$90,393

GENERAL DESCRIPTION

Performs routine (journey-level) payroll processing work. Work involves processing payrolls, and preparing and maintaining payroll records and reports. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Processes and reviews automated and manual employee payrolls in compliance with applicable regulations, policies, and procedures.

Enters, updates, and retrieves information from various automated, human resources, and/or payroll systems.

Maintains appropriate payroll processing controls and assists with setups of deductions, garnishments, voluntary deductions, termination, Employee's Withholding Allowance Certificates (W-4s), and direct deposits, including returned monies and payment cancellations.

Distributes paychecks and statements of earnings and deductions.

Answers questions and resolves issues related to payroll matters and tax issues.

Processes new hire orientation paperwork.

Assists with preparing reports such as Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement; the Employer's Quarterly Federal Tax Return (IRS Form 941); and unemployment wages for submission to various state and federal agencies.

May prepare and process overtime and vacation lump sum entries for payroll processing.

May maintain, audit, and reconcile leave without pay, return to work retiree, and hourly reports.

May assist with compiling, auditing, maintaining and reconciling employee leave records, such as extended sick leave, vacation accruals, and other available leave balances; and may assist with providing annual and/or monthly leave balance reports to employees.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in payroll processing work. Graduation from an accredited four-year college or university with major coursework in accounting is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of state governmental accounting, generally accepted accounting principles and procedures, office practices, and governmental regulations applying to accounting records; and of state and federal payroll rules, regulations, and laws.

Skill in using a computer and applicable software.

Ability to maintain confidential and sensitive information, to review payroll accounting records, and to communicate effectively.