

SENIOR PAYROLL CLERK

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
1005	Non-Exempt	Office/Clerical	PEU Local 1	53	03/27/03	Classified	1 of 2

DEFINITION: Under immediate supervision of a supervisor, using journey-level skills for this clerical series, perform clerical duties in the review of time cards and preparation of payrolls for completion of monthly and variable payrolls.

DISTINGUISHING CHARACTERISTICS: A Payroll Clerk performs entry-level clerical duties related to the processing of time reports for academic, classified, and temporary personnel and assists higher-level payroll personnel. A Senior Payroll Clerk is the journey-level classification in the Payroll Clerk series performs the more complex clerical payroll duties and may be assigned lead responsibilities. A Payroll Technician is located at the District Office and performs moderate complex clerical duties related to the processing of payroll data, auditing of salary payments, deductions, and payroll records for compliance with rules and regulations and updating and maintaining payroll master file fields on the database, resolving salary payment, deduction and record discrepancies.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but are not limited to the following:

- Receive, check and analyze time cards and time sheets for student, hourly, classified, management and faculty for correct extension totals and correct GL number and forward to the District or higher level payroll personnel.
- Prepare absence reports for regular classified and academic personnel.
- Send a variety of reports to the District or higher level Payroll personnel.
- Maintain the payroll tracking system, monitoring time worked by part-time hourly classified employees to ensure appropriate limits are adhered to, and contact managers regarding problems and potential solutions.
- Inform higher level payroll personnel of missing absence reports, employees on sick leave, extended sick leave or jury duty.
- Submit substitute information regarding hours worked and rate.
- Receive time sheets for "C" and "A/C" (hourly) faculty.
- Enter proper hours on time cards and verify faculty contact hours, extended totals and forward time cards to the District Payroll Office.
- Process payroll advance request, complete form, submit required memos and forward to District Payroll Office.
- Perform journal entries if incorrect codes are assigned for student or variable payroll.
- Maintain files for leave forms and TB clearances.
- Provide information to employees regarding leaves and salaries.
- Analyze potential payroll problems, contact employees and their supervisors, document problem area and recommend corrective action. Receive and distribute payroll warrants and other documents; Enter and extract information and data into computers and databases.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Time reporting and time record processing procedures; payroll rules, policies, and records affecting time reporting; principles of record keeping; letter, memorandum, and report formats; public relations techniques for public contact in person and on the telephone; operations of computer equipment



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and business and payroll related software applications; business mathematics.

Ability To: Learn and apply policies and regulations pertaining to payroll procedures; perform clerical work requiring the use of independent judgment and initiative; analyze situations accurately and adopt an effective course of action; post data and make mathematical computations rapidly and accurately; operate standard office machines, including calculator, computers, keyboard and business software applications ; understand and carry out both oral and written directions; type at least 35 net words per minute from clear copy; establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Education/Training: Equivalent to graduation from high school, supplemented by training and course work in accounting, payroll or bookkeeping.

Experience: Equivalent to two years of full time clerical experience equivalent to the District's classification of Payroll Clerk.

License/Certification: None required.

Actions: Originally created in Oct. 1990 as Campus Senior Payroll Clerk. Modified by the Governing Board on 03/26/03.