



COLLEGE PAYROLL TECHNICIAN

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	53	07/01/2017	Classified	1 of 3

DEFINITION

To perform complex clerical duties related to the review of time cards and preparation of payroll for completion of monthly and variable payroll, using journey-level skills for this clerical series.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Audits student, hourly, classified, management and faculty time cards for correct totals and correct GL number and forwards to the District or higher-level payroll personnel.
- Prepares absence reports for regular classified and academic personnel.
- Monitors leave balances and prepares paperwork for wage deduction due to over-use of leave hours.
- Answers inquiries regarding payroll preparation and discrepancies.
- Prepares, modifies and audits Variable Teaching Spreadsheet and submits to District Payroll personnel; answers queries about and resolves related problems.
- Creates monthly absence spreadsheet for part-time faculty and submits to District Payroll for input.
- Compiles and sends a variety of payroll reports to the District or higher-level Payroll personnel.
- Maintains the payroll tracking system, monitoring time worked by part-time hourly classified employees to ensure appropriate hours-worked limits are adhered to; contacts managers regarding problems and potential solutions.
- Informs higher-level payroll personnel of missing absence reports, employees on sick leave, extended sick leave or jury duty.
- Submits substitute information regarding hours worked and rate.
- Downloads, calculates, audits time sheets and creates spreadsheet reports for faculty payroll; submits completed reports to District Payroll for payment.
- Verifies hours on time cards, faculty contact hours and extended totals and forwards time cards to the District Payroll Office for input.
- Performs journal entries if incorrect codes are assigned for student or variable payroll.
- Calculates overpayments and composes correspondence to employees.
- Explains policies, procedures, laws and regulations related to payroll operations to District personnel.
- Sorts and distributes daily payroll mail.
- Identifies and analyzes potential payroll problems, contacts employees and their supervisors, documents problem area and recommends corrective action.



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- Distributes payroll warrants and other documents; processes payroll emergency check requests, as needed, completes form, creates required memos and forwards to District Payroll Office.
- Audits and recommends changes to payroll documents submitted by the College Human Resources Assistants, District Payroll and division offices relative to furloughs, in-lieu of holidays, web time payroll entries and office hours.
- Maintains manual of all new rules, regulations and collective bargaining agreements affecting salary payments of unrepresented, faculty and classified employees.
- Directs work assignments for department's student assistants; assists in training new payroll employees.
- Prepares personnel forms for all student employees and secures materials necessary to complete the process; ensures documentation is in compliance with relevant regulations, policies and procedures.
- Audits department absence reports.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Payroll rules, policies and records affecting time reporting and record processing.
- Principles of record keeping.
- Letter, memorandum and report formats.
- Structured Query Language (SQL) Reporting.
- Professional customer service techniques for public contact in person and over the phone.
- Modern software applications (Microsoft Office Suite, etc.).
- Modern office procedures, practices and technology/equipment.
- Business and payroll related software applications.
- Business mathematics.
- Proper English usage, grammar, spelling and vocabulary.
- Proper methods and techniques for record keeping and filing in a business office.

Skill/Ability to:

- Learn and apply methods, techniques, policies and regulations pertaining to payroll procedures.
- Perform clerical work requiring the use of independent judgment and initiative.
- Analyze the District's workforce in order to recognize anomalies in records.
- Analyze situations accurately and adopt an effective course of action.
- Perform data entry and mathematical computations rapidly and accurately.
- Work collaboratively with others to resolve problems and issues.
- Understand and carry out both oral and written instructions.
- Keyboard with accuracy.



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- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Two (2) years of experience as a payroll clerk or equivalent, performing similar duties.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.

Adopted: 07/01/17