



## Administrator Position Description

<b>Human Resource Office Use Only</b>			
<b>Approved Job Family</b>		<b>Effective Date</b> 3/6/2013	
<b>Overtime Eligible</b> YES  NO		<b>FLSA Test Date</b> 3/6/2013	
<b>Employee</b>		<b>Supervisor</b> Suzette Yaezenko	
<b>Department</b> Human Resources	<b>Working Title</b> Payroll Manager	<b>HRIS Position Number</b> H99534	<b>Supervisor Title</b> Chief Human Resources and Civil Rights Officer
<b>Complete contract dates only if other than a 12 month position</b>			
<b>Annual Contract Begin Date</b> July 1		<b>Annual Contract End Date</b> June 30	

### A. POSITION SUMMARY

**Briefly describe the role of the position within the department and college.**

The Payroll Manager position is responsible for paying all OIT employees (faculty, staff, and students) in compliance with Oregon Revised Statutes, Oregon Administrative Rules, University Shared Services Enterprise (USSE) and OIT policies and procedures, Oregon Bureau of Labor and Industries and the OPEU Contract.

### B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

**1. Minimum education level required and the number of years of relevant experience required for the duties of this position.**

Associate's Degree in a relevant field with at least five to seven years of progressively responsible payroll/accounting experience; higher education or public entity experience preferred or Bachelor's degree preferred in accounting or related field with five years of progressively responsible payroll/accounting experience.

**2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.**

### C. SUPERVISORY RESPONSIBILITY

Positions Supervised	Direct Supervision		Indirect Supervision	
	Number of Employees	FTE	Number of Employees	FTE
1. Faculty				
2. Classified Staff	1	1		
3. Unclassified Staff				
4. Students / Others				

## Coordinating Responsibility

### D. ORGANIZATIONAL RELATIONSHIPS

#### 1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)

Minimal Supervision

#### 2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate

##### a)own time and resources

The Payroll Manager plans, schedules, and commits the workload for the position.

##### b)departmental resources

Supervision of Payroll Office Administrative Program Assistant (Payroll Coordinator), including assignment of work, performance evaluation and discipline.

##### c)institutional resources

The Payroll Manager makes decisions regarding the payroll process for the entire institution. The Payroll Manager meets with other Higher Education Payroll Professionals and USSE to recommend and commit OIT in regard to payroll processes shared with the other seven universities.

#### What kinds of decisions will the incumbent be expected to make?

Decisions regarding Payroll Office procedures that are not dictated by the USSE, e.g. How often manual checks are run? When will Payroll Coordinator turn in his/her TAS reports? When to combine or split departments with the TAS reporting? When to pull an employee out of the Payroll System and process a manual check?

#### 3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.

	Delegated authority to develop and monitor*	\$
	Develops, monitors* and controls*	\$
	Limited approval authority for purchase	\$
	Purchase only with higher level OK	\$

\*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

### E. PURPOSE AND NATURE OF WORK RELATIONSHIPS

PERSON(S)/POSITION/ AGENCY (e.g., student, staff, faculty, general public, Board of Trustees)	PURPOSE (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	HOW OFTEN
Students	Securing and giving payroll information, explaining payroll procedures, solving problems.	Daily
Faculty and Staff	Explaining payroll procedures and laws, solving problems, instructing in time and attendance inputting.	Daily
USSE	Solving problems and gaining information.	Weekly

Other Higher Ed Payroll Managers	Giving and securing information, problem solving.	Weekly
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**F. JOB FUNCTIONS**

REFERENCE ID	JOB FUNCTIONS	FREQUENCY	ANNUAL PERCENT OF TIME
1	<p>Processing Employee Pay: Create a monthly payroll by running the process, collecting and auditing information after each step and either continuing to the next step or making corrections in the previous steps and then continuing. The 57 step process initiates the payroll and carries it through to the posting of payroll information to the Banner Financial Information System (FIS). Specific times of the year require additional steps in the processes to account for the Tripling of less than 12 month employees for summer benefit premiums and the annual Open Enrollment updates to benefits. The USSE provides deadlines for completion of these processes in order to comply with State and Federal payroll and tax laws. Create manual checks for employees who missed the regular payroll process by running a 12 step process, collecting and auditing information after each step and either continuing to the next step or making corrections in the previous steps and then continuing. These checks are processed on Fridays, or as dictated by Bureau of Labor and Industry (BOLI) and Oregon Revised Statues (ORS) compensation laws.</p>	Monthly/Weekly	25

2	<p>Establishing and Maintaining Payroll Records: Establish payroll records in HRIS by connecting new and returning employees to established positions, inputting pay computations, labor distributions, supervisor and work location information.</p> <p>Complete special projects and create Ad Hoc Reports as assigned by the Director of Business Affairs. Set up employee deductions including tax information and health sponsored benefits. Create benefit coverage records for employees and their dependents. Set up direct deposit information, retirement eligibility and leave information for employees. Employee records are established according to Federal and State tax and compensation laws along with the Classified Employees Contract (OPEU/SEIU), Public Employee Retirement (PERS) and Public Employees Benefit Board (PEBB) regulations. Make changes to the original employee set-up including pay increases, special adjustments in FTE or pay, reclassification of employee jobs, changes in labor distribution of supervisor, leave without pay events, retirements, and terminations. In the event of a garnishment, the Payroll Manager will approve the percentage allowed by law to be withheld from the employee, determine if the collection agency has vendor status with OIT, and notify employee of the action being taken. Make changes to taxes or sponsored benefits and direct deposits. These changes are made in accordance with the OPEU/SEIU contract, employee supervisors, or employees depending on the event.</p> <p>Work closely and confidentially with Human Resources for special circumstances of leave without pay, disciplinary actions regarding pay, short-term and long-term disability, FMLA and OFLA and manually processing the forcing of benefits due to those special circumstances.</p>	Weekly/Daily	32
3	<p>Create and change employee benefits electronically through Public Employees Benefit Board (PEBB) database including initial set up, qualified status changes, pending coverage approvals, and COBRA notifications. Benefits are determined according to PEBB regulations and insurance carriers determine eligibility for employee benefits from the information populated in PEBB. Monthly reconciliation matching BANNER to PEBB ensuring records match to avoid unnecessary over/under payments which have a financial impact to department budgets. Re-payment plans due to an overpayment will be established by the Payroll Manager and approved by the Director of Business Affairs.</p>	Daily	5
4	<p>Review and reconcile required payroll tax filings submitted to State and Federal agencies (as drafted by USSE), agreeing amounts reported to Oregon Tech detail payroll records for final approval by the Director of Business Affairs.</p>	Monthly/Annually	5

5	Create and change employee retirement benefits electronically through Public Employee Retirement System (PERS) including initial set up, interpretation of employment certifications, terminations, retirements and calculating eligibility. Notify employee of PERS eligibility. Monthly reconciliation matching BANNER to EDX and clearing suspended records through research in order to reduce any penalties/interest charged to the University which have a financial impact to department budgets. These actions are in compliance with Oregon Administrative Rules (OAR) and Oregon Revised Statutes (ORS) governing PERS.	Monthly	5
6	Review employee leave balances within TAS and HRIS making manual adjustments for late or unusual events to employee leaves. Monitor and adjust vacation accruals monthly (taken versus maximum total accrued caps), which lessens the liability on department budgets. Distribute completed information to Campus Payroll Coordinators for distribution to employees. This action ensures accuracy to employee leave balances and is in compliance with the OPEU/SEIU contract and OIT policies.	Monthly	5
7	Reconcile various employee benefit accounts on a monthly basis; review, investigate and solve reconciling errors and/or discrepancies.	Monthly	5
8	Resolve payroll problems and educate employees on the payroll process and its outcomes. Produce duplicate information for employees including earning statements and W-2s. Investigate historical records to re-establish earlier payrolls. Monitor and manually update TDI limits in BANNER according to IRS annual limit rules. Set up employee deductions for ORP elections and when chosen over PERS, as this is a system wide, one time election that must be tracked in the event an employee transfers to another system University. Take corrective actions, which may include adjustments and processing collection of overpayments, in compliance with the OPEU contract, OIT policies, ORS, OAR, PERS, PEBB and ORP Vendors.	Daily	5

9	Serve as the Manager for the Time and Attendance System (TAS) established to collect work time from departmental payroll coordinators. Update forms within TAS including adding and deleting participating coordinators, creating new payroll departments, adding and deleting payable indexes as needed, keeping current holidays and hours related to each month. The TAS provides compliance with recordkeeping rules as outlined in OARs and Federal Financial Aid Program. Audit, correct and approve all departmental payrolls for compliance to federal, state, and contractual obligations with regard to time and attendance for classified, unclassified, temporary and student employees. Recordkeeping of employment histories including purging and archiving payroll records for staff who have resigned or retired as required by OAR archiving requirements.	Monthly	8
10	Fulfill audit requirements for OIT. Act as liaison for Oregon Tech Internal Audit Department for Payroll Operations. Audit, balance and reconcile over 100 accounts assigned to the Payroll Office. Authorize payments to vendors in accordance with good business practices. Authorize, produce, and distribute payroll advances for staff through accounts payable in accordance with OPEU/SEIU contract and OIT policies. Attend and participate in quarterly Payroll Manager meetings representing OIT to become current with payroll changes and practices established by Oregon Tech and USSE. Produce accounts payable checks in the absence of the Accounting Manager in accordance with good business practices.	Monthly/Quarterly	5
11	Review Payroll Coordinator's work, train and direct work to ensure timely and accurate processing of transactions, avoid duplicate effort, provide adequate back-up coverage for all duties.	Ongoing	
12	Create and maintain the payroll section of the office procedures manual, including detailed Banner FIS processes. Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development seminars, and attending training and/or classes as directed by the Director of Business Affairs. Contribute to the overall success of the department by performing all other duties and responsibilities as assigned, maintaining high levels of accuracy, maintaining a professional demeanor and appropriate levels of confidentiality and providing excellent customer service.	Ongoing	

## G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.

Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
All	Extensive computer skills, i.e. Microsoft Office (Word, Excel), SCT Banner (HRIS, FIS, and SIS), TAS (Time and Attendance System, including Administrative Table Maintenance procedures), state of Oregon systems (PEBB, PERS); ability to understand and query databases.
1 - 8, 10	Knowledge of and ability to apply various laws and regulations, including, but not limited to: BOLI (Oregon Bureau of Labor and Industries); OUS Fiscal Policy Manual (previously FASOM (Financial Administration Standard Operating Manual); ORS (Oregon Revised Statutes); OAR (Oregon Administrative Rules); OPEU/SEIU Contract Employment Laws and Regulations; PEBB (Public Employees Benefits Board) and PERS (Public Employees Retirement System) rules and regulations.
1 - 8, 10	Strong math skills to calculate annual salaries, prorated pay, benefit amounts and leaves, and other financial analysis
All	All of the duties assigned to this position require strong customer service skills, professional and confidential administrative skills, strong oral and written communication skills, excellent interpersonal skills, and supervisory knowledge and skills.

#### H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS
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#### I. ADDITIONAL JOB-RELATED INFORMATION

Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.