

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Payroll Services**

Job Code: **3343**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High School Diploma or GED	Associate degree.
Experience	Three to five years clerical experience with primarily data entry.	Payroll specific experience.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Production of accurate and timely payrolls. Responsible for various maintenance functions including supervision of data entry of all personnel/payroll related documents, disbursement/review of time sheets, verification of trial/final payroll cycles, maintenance of leave reporting registers, preparation of monthly payroll calendars and completion of salary and employment verification documents. Coordinates all tax related documentation.

Duties and responsibilities	% Time
Reviews, corrects, and data enters Personnel Action Request forms (PARs) into PeopleSoft database.	20
Ensures proper processing of timesheets which includes printing, sorting, distributing, receiving, reviewing, correcting, data entering, and filing biweekly/monthly timesheets during each of the payroll cycles in a fiscal year. Makes minor time sheet corrections as necessary and contacts departmental business coordinator and/or employee to resolve major time sheet errors. Reviews trial and final payroll reports for errors and omissions, making adjustments as needed. Resolves all payroll problems.	20
Develops and updates UHCL payroll processes and procedures. Creates and updates written description of all for inclusion in desk reference manual and payroll contact training manual, as well as sharing with payroll contacts and coworkers.	10
Supervises, trains, and advises Payroll Assistant. Performs employee performance evaluation. Trains department payroll contacts regarding payroll policy and procedures, as well as PeopleSoft skills. Trains department contacts on the production and processing of PARs and Position Request Forms (PRFs).	10
Disseminates information from multiple sources to payroll contacts, coworkers, and employees. Relays payroll calendar items of note to payroll contacts as needed.	10
Identifies monthly PARs and biweekly timesheets that need to be processed on the weekly off-cycle payroll. Collects and prepares supporting payroll documents for processing. Produces Payroll Adjustment Sheet. Distributes copies to hiring department. Reviews trial/final off-cycle payroll reports. Verifies insurance deductions and taxes. Contacts hiring department to obtain new or corrected timesheet. Documents payment by obtaining copy of check from accounting department.	10

Processes employment/salary verification requests, including completing forms, producing letters, and supplying supporting documentation. Requires accessing and analyzing data from PeopleSoft, Legacy, and canofiled databases. Maintains audit copies on all payroll related documents in orderly internal filing system.	10
Prepares monthly payroll calendars and fiscal year payroll calendars; conducts various payroll/personnel related research projects as required; processes all non-resident alien tax exemption related paperwork; verifies College Release Time and Administrative Leave approval and monitors leave; processes, distributes, and collects Adjunct Professor reports for schools in lieu of timesheets; reviews HR Audit reports and makes corrections as necessary. Other duties as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.