

University of Houston – Clear Lake

Position Description

Job Title: **Payroll Assistant**

Job Code: **5824**

Pay Grade: **110**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	Associate degree.
Experience	Two to three years data entry experience.	Payroll experience.
License/Certification		

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

POSITION SUMMARY

Responsible for data entry of all personnel/payroll related documents. Responsible for entering all time for bi-weekly employees and for processing all monthly time sheets. Enters all assignments into payroll system. Enters all payroll related documents into Canofile system.

Duties and responsibilities	% Time
Performs data entry of personnel/payroll documents and employee information to an automated personnel/payroll system.	50
Performs supplemental payroll processing including , data entry of supplemental payroll documents, distributing copies to hiring department and accounting department; contacting hiring department to obtain new or corrected time sheets, and documenting payment by obtaining copy of supplemental check from accounting department. Enter all payroll documents into canofile system. Enters other documents into canofile system as time permits	20
Maintains all payroll related files including leave request, direct deposit, payroll adjustment sheets, PAR's, W-4's, reports, and time sheets prior to converting to canofile.	20
Employment verifications. Look up and print information as requested for HR personnel from Canofile System. Other duties as assigned.	10

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