



POSITION GUIDE

Position Title: Payroll & Wellness Assistant

Code:

Department: Human Resources Services

Group: NISUP, ESPA Eligible,
Non-exempt, Zone 15

Reports to: Human Resources Supervisor

Date: May 2015

PURPOSE OF POSITION:

Responsible for working as an integral part of the payroll (PR) and human resources information system (HRIS) team to ensure that all responsibilities of the PR and HRIS department are completed in an accurate and timely fashion. Assists with Wellness activities and serves as a member of the Wellness Committee.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
 - ***professional and courteous verbal and nonverbal communication***
 - ***proactive problem solving***
1. Prepares and processes, in succinct coordination with the other payroll assistant, 24 semi-monthly pays for all IU 13 employees while ensuring compliance with all Federal and State wage and hour laws, FLSA, payroll taxes, the rules of the IU 13 Collective Bargaining Agreements (Support and Professional) the ACT 93 agreement, and any other benefit group agreements that may exist, and all IU 13 internal policies and procedures regarding payroll in an accurate and timely manner.
 2. Processes all employment transactions in the employee master screen, with the exception of creating a new employee. This includes, but is not limited to completing new hire set up, processing change of positions, change of status, salary adjustments, setting up and managing mandatory and voluntary deductions, and processing address changes while ensuring accuracy and timeliness.
 3. Prepares and processes Local and LST tax payment and reporting in an accurate and timely manner.
 4. Prepares and processes all contract records and reports related to retirement reporting to the Pennsylvania School Employees' Retirement System (NPAS) ensuring accuracy and timeliness.
 5. Prepares and processes all reports related to payroll including but not limited to, quarterly tax payment and reporting in succinct coordination with the other payroll assistant in an accurate and timely manner.
 6. Enters and maintains accurate data in IFAS related to pay assignments and payroll, calendars, salary tables, fiscal data, and any other tables required for IFAS to function properly in regards to payroll and reporting in succinct coordination with the other payroll assistant.

This is not a complete itemization of all facets of this position.

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7. Maintains organization in the payroll department in regards to employee payroll files including but not limited to basic filing upkeep, compliance with proper federal/state/IU record keeping laws, archiving payroll and employee data, etc. in succinct coordination with the other payroll assistants.
8. Supports the HR Generalist in all aspects of wellness initiatives including, but not limited to, reserving rooms in MRM, coordinating service contracts with instructors, communicating with the communications department to ensure distribution of information to all staff, assisting with the Bravo Wellness scheduling and screenings, and managing activity registration on MLP in a timely manner.
9. Completes unique job tasks identified by the HR Generalist including, but not limited to:
 - a. Accurate and timely recording of disabilities in IFAS each week.
 - b. Accurate and timely processing of the AP interface checks each payroll.
 - c. Processes and routes electronic board forms to the appropriate payroll cycle in an accurate and timely fashion.
 - d. Prepares PIFS and salary letters for staff after each payroll (e.g. new hires, change of position, termination, leave of absences, etc.)
 - e. Reports accurate date in the data collection spreadsheet on SharePoint.
10. Maintains up to date technical skills including, but not limited to IFAS, SharePoint, MFPs, Meeting Room Manager, various web tools and Microsoft Office Suite.
11. Adheres to the established work schedule through regular and consistent attendance.
12. Proactively works as a team member to solve/assist with problems, issues and opportunities and performs other duties as assigned.
13. Staff must observe all LLIU requirements governing FERPA, HIPAA, and any LLIU policies on FERPA and/or HIPAA's policies and notices of privacy practices.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

High school diploma and prior experience and/or education in payroll and/or accounting, knowledge of payroll law and payroll tax reporting. Excellent organization, interpersonal communication and time management skills required.

The ability to work in a fast paced environment and handle highly confidential information appropriately with tact and diplomacy.

SUPERVISION OF PERSONNEL:

N/A

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities:	Sit: 80%
	Walk/stand: 20%
Lifting:	light lifting of boxes and office materials
Vision:	Close concentration; constant viewing/use of computer screen for data entry, etc.

Mental Demands: Decision making, interpret, analyze, and problem solve

Environment: Normal office environment

This is not a complete itemization of all facets of this position.

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