

POSITION DESCRIPTION

Position Title: **Payroll Specialist**
Assignment: Timesheet Verification
Department: Human Resources
Labor Relationship: ESPA
Date Originated: 02/1993
Date Revised: 03/1999; 06/2005; 07/2005; 04/2008; 12/2013;
01/2017; 06/2022; 03/2025; 09/2026
Date Removed:
Reports To: Supervisor of Payroll Services

Position Definition: The **Payroll Specialist** shall be responsible for carrying out duties to ensure accurate completion of payroll preparation and processing.

Relationship: The **Payroll Specialist** shall be directly responsible to the Supervisor of Payroll Services.

Qualifications:

Education/Experience:

- ☒ High school diploma or GED equivalent.
- ☒ One (1) year of data entry experience.
- ☒ One (1) year of payroll experience, preferred.
- ☒ Experience with general administrative skills, including, but not limited to, Microsoft Office Suite, filing, data entry, customer service and telephone skills.

Skills/Knowledge:

- ☒ Demonstrates advanced computer skills, including a thorough knowledge of Windows and Microsoft Office Suite and proficient use of departmental computer systems.
- ☒ Demonstrates intermediate knowledge and understanding of HRIS and Payroll system databases.
- ☒ Demonstrates secretarial skills to effectively use office equipment, including, but not limited to, phone system, fax machine, copier, scanner, computer and calculator.
- ☒ Demonstrates the ability to work in a team environment.
- ☒ Demonstrates the ability to maintain complete confidentiality.
- ☒ Demonstrates excellent interpersonal skills, demonstrated by patience, understanding and congeniality.
- ☒ Demonstrates excellent oral and written communication skills.
- ☒ Demonstrates the ability to organize, plan and manage job responsibilities in order to complete assignments with minimal supervision.
- ☒ Demonstrates the ability to complete tasks with attention to detail and accuracy.
- ☒ Attends work regularly at assigned work hours subject to lawful leave rights and responsibilities.

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- ☒ Possesses proficient data collection and data entry skills.
- ☒ Demonstrates the ability to provide the highest level of customer service, with patience and knowledge of the department's services.

Physical:

- ☒ Ability to stand, bend, stoop, sit, lift, reach, communicate (vision, hearing and speech) and carry or convey sufficient weight to safely and effectively carry out functions, duties and responsibilities.
- ☒ Ability to independently ambulate in and around work locations.
- ☒ Ability to travel to and from assigned work locations without employer support.
- ☒ Ability to exhibit good manual dexterity to effectively carry out functions, duties and responsibilities.
- ☒ Ability to sit for long periods of time (3 hours).

Authority: The **Payroll Specialist** will have the authority to perform all functions listed below in accordance with established policies and procedures.

Functions/Duties/Responsibilities: To perform this job successfully, an individual must be able to perform each essential function/duty/responsibility at acceptable standards. In accordance with both state and/or federal law, reasonable accommodations will be considered upon employee request.

Essential:

- ☒ Processes and reviews all timesheets and eTimesheet data for accuracy and in accordance with contract compliance.
- ☒ Collaborates with supervisors regarding timesheet/eTimesheet errors and corrections for accuracy.
- ☒ Tracks and confirms employee absences to verify timesheet/eTimesheet data.
- ☒ Calculates overtime based on federal guidelines.
- ☒ Maintains accurate payroll files, including timely filing or scanning of documents.
- ☒ Tracks and applies accurate substitute hourly rates per board approved schedule based on total of days worked annually, in conjunction with the Absence Coordinator.
- ☒ Balances payroll batches.
- ☒ Meets with new hires to collect new hire paperwork and provide necessary payroll documents including appropriate timesheet, if applicable.
- ☒ Completes and processes online requests from the Department of Labor and Industry in a timely manner, researching all necessary documentation, including, but not limited to, reasonable assurance letters.
- ☒ Maintains annual hourly rate spreadsheet for hourly positions which includes but is not limited to, active employee listings and rates for substitutes, contracted positions, and hourly rate positions.
- ☒ Reviews monthly board agenda to update appropriate files and spreadsheets.
- ☒ Maintains spreadsheet to track board approved days/hours in comparison to actual work time for various decision-making requirements and sends out necessary communications.

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Essential, continued:

- ☒ Maintains spreadsheet to track school schedules, hours, closings and delays.
- ☒ Processes Payroll office daily mail.

Secondary:

- ☒ Provides "New Hire" employee orientation as needed.
- ☒ Assists in updating Payroll information and appropriate forms on the Human Resources Intranet site.
- ☒ Assists Supervisor of Payroll Services and Payroll Coordinator, as needed.
- ☒ This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform other duties as assigned.