



POSITION GUIDE

Position Title: Payroll Assistant

Code:

Department: Human Resources Services

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

Reports to: HRS Program Director

Date: July 2024

PURPOSE OF POSITION:

Responsible for leading and working as an integral part of the payroll (PR) and human resources information system (HRIS) team to ensure that all responsibilities are completed in an accurate and timely fashion.

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***
 - ***embody the IU13 Keys to the Culture***
1. Assists in the preparation and processing of 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, verifies for accuracy in a timely manner.
 4. Prepares and processes all contract records and reports related to retirement reporting to the Pennsylvania School Employees' Retirement System ensuring accuracy and timeliness.
 5. Prepares and processes all payroll related reports including but not limited to, quarterly and year-end Federal and State tax payments and reports, including W-2s, in an accurate and timely manner.
 6. Enters and maintains accurate data in Business Plus related to pay assignments and payroll, calendars, salary tables, fiscal data, and any other tables required to function properly in regards to payroll and reporting.
 7. Verifies the accuracy of the Time & Attendance upload each pay period and troubleshoots for missing people/submissions. Provides support and training to users of the Time & Attendance system.

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

Page 1 of 3

8. Maintains organization in the payroll function 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.
9. Completes unique job tasks identified by the Program Director including, but not limited to:
 - a. Accurate and timely overpayment processing and monitoring.
 - b. Accurate and timely recording of third-party disability pay for W-2 reporting purposes each quarter.
 - c. Processes the termination utility for each payroll in an accurate and timely fashion.
 - d. Processes personnel action forms for the appropriate payroll cycle in an accurate and timely fashion.
 - e. Prepares and processes pay adjustments and salary notifications for staff after each payroll (e.g. new hires, change of position, termination, leave of absences, etc.)
 - f. Uploads tax sheltered annuity data each payroll in an accurate and timely fashion.
 - g. Ensures the reporting of accurate data in the data collection spreadsheet in SharePoint.
10. Maintains up to date technical skills, including but not limited to Business Plus, Time & Attendance, SharePoint, MFPs, 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 departmental problems, issues and opportunities and performs other duties as assigned.
13. Observes all LLIU requirements and policies governing FERPA and HIPAA, and notices of privacy practices.
14. Contributes to the effective team management of all problems, issues, and opportunities.
15. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

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:

Education Required: High School Diploma or GED

Experience Required: Two years of experience processing payroll, with knowledge of payroll law and payroll tax reporting or a degree in an accounting related field.

Other Skills Required: Excellent organization, interpersonal communication and time management skills. The ability to work in a fast-paced environment and handle highly confidential information appropriately with tact and diplomacy.

SUPERVISION OF PERSONNEL:

No Supervision

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 80%
 Walk/stand: 20%

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

Page 2 of 3

Lifting: Lifting of light boxes and office material
Vision: Close concentration; constant viewing/use of computer screen

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

Environment: Hybrid work environment (normal office and home-based office)

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Page 3 of 3