Administrative Services Specialist II
UCP 4
Payroll Department

Job Summary

Under the general supervision of a Payroll Supervisor, provides assistance in preparing the various biweekly University payrolls.

Characteristic Duties and Responsibilities

1. Assisting with the coordination of various aspects of processing payroll; including reviewing Smart HR transactions, offer letters, and Form I-9 for accuracy and compliance with policies and procedures; reviewing employee time sheets for accuracy and completeness; updating job and personal data in Core-CT as needed; closing benefits event, and referring new, unusual, or difficult problems to supervisor.

2. Maintaining and updating employee data in Core-CT, reviewing history to ensure data integrity and accuracy of records.

3. Identifying a variety of problems, processing errors and issues, and consistently following up with the appropriate individual/office for resolution.

4. Preparing and/or reconciling various reports to successfully perform nondiscretionary biweekly tasks.

5. Screening payroll transactions and incoming correspondence, determining/executing the appropriate action, and resolving problems or making referrals as necessary. Includes independently composing correspondence regarding new and unusual problems.

6. Responding to employee/departmental requests for information regarding employment transactions, biweekly payments and payroll policies and procedures, and providing assistance in resolving a variety of payroll-related issues.

7. Serving as a resource regarding University and State policies and procedures relating to payroll, which may include interpreting such policies and procedures or contacting the appropriate office for clarification. Keeping abreast of collective bargaining requirements and restrictions related to payroll and human resources.

8. Communicating regularly with the Department of Human Resources, other University departments, the State Comptroller’s Office, and other state agencies to request or provide information, and to resolve discrepancies.

9. Reviewing payroll policies and procedures for efficiency and effectiveness, and recommending changes for improvement.

10. Maintaining both paper and electronic records, including employee files and other pertinent information needed for payroll processing.

11. May train, supervise, and coordinate the duties of student staff.

12. Performing related duties as required.

Minimum Acceptable Requirements

1. Associates degree or equivalent combination of education and experience.

2. Three to five years of related experience in a Fiscal or Administrative environment.

3. Demonstrated knowledge of payroll processes.
4. Ability to independently research and resolve problems.

5. Good interpersonal and organizational skills, including ability to consistently meet biweekly deadlines.

6. Ability to work in multiple system environments.

**Other Desirable Qualifications**

1. Experience with Core-CT.

2. Experience with union contracts preferred.

3. Excellent organizational skills preferred.

4. Excellent attention to detail preferred.

5. Ability to multi-task and efficiently manage time preferred.