

Seward County Community College
Structured Compensation - Job Description
HR Payroll Generalist

Data Year: 2019

Prepared On: 06/23/2019

Department:	Human Resources	Grade:	11
Reports To:	Director of Human Resources	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	1
Approved By:	T Dowell	Effective Date:	06/11/2016
		Revised Date:	10/25/2018

Role:

Position is responsible to process the many phases of payroll computation and production and maintain personnel records.

Essential Functions & Responsibilities:

- E 30% Processes monthly payroll that includes analyzing, verifying and inputting confidential information. Prepares and processes payroll adjustments as necessary. Maintains payroll records. Responds to employee questions regarding payroll.
- E 20% Inputting and maintaining employee records on the college database that includes processing incoming payroll data and employment paperwork.
- E 30% Inputting and maintaining employee records on the time and attendance database, that includes timekeeping and attendance records, employee and supervisor profiles, and troubleshoot issues as they arise. Audit attendance records to maintain accuracy and integrity of leave balances. Assist employees and supervisors with utilization of the time and attendance software.
- E 15% Calculates and initiates payroll tax and KPERS deposits. Processes monthly payroll reports and any other reports requested by Director of Human Resources or Administration. Enters departmental invoices/requisitions and disperses payable checks. Prepare and submit (with payment, if necessary) 941 and state unemployment tax quarterly reports. Assists in W-2 processing as directed by the Director of Human Resources.
- E 5% Assists in Student Employment Workshops. Assists in creating and maintaining Human Resources forms. Generates correspondence and attends training as requested. Assists in supervision of student worker. Performs other related duties as assigned.

Performance Measurements:

1. Process payroll by the deadline with zero or minimal errors.
2. Continually maintain databases to ensure functionality of the time and attendance system.
3. Communicate regularly and effectively with the Director of Human Resources on key payroll issues.
4. Data entered with zero to minimal errors.
5. Audit attendance records.
6. Submit tax and KPERS deposits, garnishments, 941 and state unemployment tax quarterly reports by required deadlines.
7. Process payroll bills/invoices monthly (including Employee Tuition Benefit as needed).

Seward County Community College
Structured Compensation - Job Description
HR Payroll Generalist

Data Year: 2019

Prepared On: 06/23/2019

8. Submit payroll reports monthly.
9. Maintain confidentiality of information and records.
10. Attends professional development workshops as requested by the Director of Human Resources.
11. Comply with college policies, procedures, and practices.

Knowledge and Skills:

Experience	Two years to five years of similar or related experience.
Education	A Bachelor's degree.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	<p>Knowledge of:</p> <p>Payroll and benefits.</p> <p>Microsoft Office applications.</p> <p>Computers and office equipment, e.g. 10 key calculator, copiers, scanners, printers, phone systems, etc.</p> <p>Mathematics and simple formulas.</p> <p>Basic bookkeeping.</p> <p>Structure and content of the English Language, including the meaning and spelling of words, rules of composition, and grammar.</p> <p>Skills:</p> <p>Detail oriented and well organized.</p> <p>Accurate, thorough, and monitors own work for quality.</p> <p>Uses time efficiently and develops realistic action plans.</p> <p>Dependable, e.g. punctual, follows instructions, responds positively to direction and feedback.</p> <p>Good oral and written communications skills.</p> <p>Abilities:</p> <p>Enter data with minimal errors.</p> <p>Work with frequent interruptions.</p> <p>Works well with others.</p> <p>Adapt to change, e.g. work environment, unexpected events, and procedures.</p> <p>Maintain confidentiality of payroll and human resources records and information.</p> <p>Learn new software.</p>

Seward County Community College
Structured Compensation - Job Description
HR Payroll Generalist

Data Year: 2019

Prepared On: 06/23/2019

	Prioritize time. Multi-task.
Physical Requirements	Physical requirements are based on an 8 hour work day and may vary slightly. Sitting for a period of 4 hours at one time with a total of 6 hours Standing for a period of 30 min at one time with a total of 1 hour Walking for a period of 30 min at one time with a total of 1 hour Lifting up to 10 lbs. occasionally Carrying up to 10 lbs. occasionally Repetitive Action: use of right and left hand for simple grasping and fine manipulation. Use both feet for repetitive movements as in operational functions Bending, squatting, and reaching above shoulder level occasionally Keyboarding 6-7 hours daily Drive a vehicle and be exposed to dust fumes and gases occasionally
Work Environment	Must be willing to flex your work schedule (e.g. work evenings and/or weekends) during payroll processing time each month, if necessary. Occasional daytime and/ or overnight travel for professional development may be required.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature