

Payroll and Timekeeping Clerks

43-3051.00



Description: Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.

Other Resources:

[ONET Link](#)

[MyNextMove Link](#)

Sample of Reported Job Titles: Accounting Technician, Human Resources Assistant (HR Assistant)

Job Zone

Title: 2 - Some Preparation Needed

Education: Usually require a high school diploma.

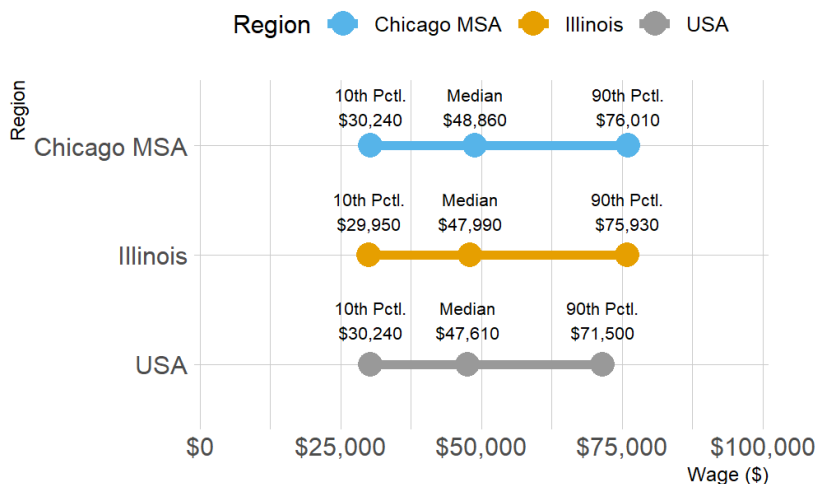
Experience: Some previous work-related skill, knowledge, or experience is needed.

Training: A few months to one year of working with experienced employees needed. A recognized apprenticeship program may be associated with these occupations.

Core Certifications: Certified Payroll Professional, Payroll Certification, Bookkeepers Certification

Hot Technologies: ADP Workforce Now, IBM Cognos Impromptu, IBM Notes, Intuit QuickBooks, Microsoft Access, Microsoft Dynamics, Microsoft Dynamics GP

Region	Employment	Location Quotient	Median Wage
Chicago MSA	3,440	0.77	\$48,860
Illinois	4,500	0.76	\$47,990
USA	149,290	—	\$47,610



Top 5 Core Tasks According to Current Job Holders	Frequency	Importance (out of 100)
Process and issue employee paychecks and statements of earnings and deductions.	More than monthly	95
Compute wages and deductions, and enter data into computers.	More than monthly	95
Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.	More than monthly	94
Compile employee time, production, and payroll data from time sheets and other records.	More than monthly	93
Process paperwork for new employees and enter employee information into the payroll system.	More than monthly	92