

**University of Wisconsin-Superior**  
**Position Description**  
**Payroll and Benefits Specialist**

**Position Summary:** Reporting to the Director of Financial Aid, this position primarily coordinates all functions of Student Employment. Approximately 750 work-study and student assist contracts are established each academic year. In addition, approximately 450 students are payrolled each pay period. This position also assists in a wide range of financial aid tasks, in accordance with a complex array of established policies and procedures, and performs various office duties. Duties are performed under minimal supervision.

**A. 65% Student Employment Payroll Administration**

1. Develop and implement internal operating procedures for processing payroll with HRS.
2. Attend all relevant HRS teleconferences and webinars.
3. Insure compliance of student employment pay guidelines.
  - i. Assist supervisors and students with questions/concerns regarding rules and regulations of work-study and student assist.
  - ii. Assist supervisors and students with questions regarding student pay.
4. Create and maintain appointments for new hires in HRS.
  - i. Audit wage and wage changes for appropriateness within designated categories.
  - ii. Confirm student employment eligibility by verifying enrollment in PS.
  - iii. Modify existing appointments for wage, funding, date or supervisor changes.
  - iv. Run FICA report and upload file each payroll to ensure proper FICA withholdings are taken.
  - v. Collect, input and update direct deposit (ACH) forms.
  - vi. Input new US student tax information.
  - vii. Verify, via Glacier, international student tax information.
  - viii. Audit and verify student earning information.
  - ix. Create/Modify payroll forms as needed.
  - x. Run 3 pay period payroll inactivity report for work-study and student assist job records to determine whether student employees are inactive.
5. Ensure compliance to all applicable state, federal, and international laws.

- i. Collect documentation to verify proof of US Citizenship, or collect and verify documentation for international students, if appropriate.
  - ii. Update and track W-4 each year for students who have filed exempt status.
  - iii. Follow through with students to make sure they apply for a social security number. Update social security numbers for international students.
  - iv. Collect and input Selective Service forms.
6. Ensure compliance with campus employment policies
  - i. Coordinate with Human Resources to ensure Criminal Background Check is done before work begins; input CBC information.
  - ii. Ensure students do not begin working until all new hire paperwork has been completed.
  - iii. Monitor all student employees that they are meeting the minimum criteria for work eligibility.
7. Prepare and process biweekly payroll for approximately 450 students
  - i. Review, verify and edit time (both in HRS, and paper timesheets when necessary) for accuracy and eligibility within the designated guidelines.
  - ii. Work with supervisors to resolve problems and inconsistencies.
  - iii. Work with UW System staff to resolve problems, as needed.
  - iv. Audit hours worked to avoid overspending on Federal College Work Study funds.
  - v. Process lump sum payroll contracts and payments.
  - vi. Initiate, run, and review HRS reports for payroll accuracy.
8. Run and load work study file into HRS each payroll.
9. Verify accounts and funding in WISDM.
10. Query Oracle/Info Access as needed to obtain historic payroll data.
11. Compile information using the work-study report, informing students and supervisors of their remaining work-study.
12. Invoice 3<sup>rd</sup> parties for off-campus interns.
13. Create audit procedures for internal audit to be done once per semester.
14. HRS Administration
  - i. Serve as campus liaison for the implementation of HRS, between UW System service center and UW-Superior student supervisors.
  - ii. Correspond with System regarding questions, problems or suggestions.
  - iii. Attend HRS teleconference and webinars and other HRS training sessions as necessary.

- iv. Request provisioning for new supervisors through IAMS.
- v. Request provisioning for students if needed.
- vi. Gather information for setup of supervisors and back-up supervisors.
- vii. Create training documents for supervisors and students on using HRS.
- viii. Present training sessions to supervisors on usage of HRS.

**B. 15% Student Employment Program Coordinator**

1. Train and advise supervisors on student employment rules and regulations.
2. Coordinate National Student Employment Week activities.
3. Produce communication for supervisors on student employment and HRS activities.
4. Compile and update information for Student Employee Handbook.
5. Compile and update information for Supervisor Handbook.
6. Staff an information table at various campus presentations, assisting students with on campus employment opportunities.
7. Work with Career Services to ensure all positions are posted properly on Jacket Jobs.
8. Review Jacket Jobs pending requests regularly for posting.
9. Provide work study list to departments as requested.
10. Coordinate and maintain Student Employment portion of Financial Aid website.
11. Provide student evaluations and guidance to supervisors.
12. Verify income and employment for assisted housing and employment requests.
13. Maintain a permanent, imaged file for each student employee, including data for audit and inspection.
14. Provide data for CDR and FISAP, as well as other requests as needed.
15. Process direct retros to ensure all accounts reconcile (PS, WISDM).
16. Represent UW-Superior at conferences and in professional student employment organizations.

**C. 10% Coordinate off-campus work-study**

1. Communicate with prospective off-campus work-study employers.
2. Request and compile information from off-campus work-study employers for the academic year and summer.
3. Update off-campus work-study agreements each year.
4. Update and advise employers on procedures and policies.
5. Advise employers on Jacket Jobs posting procedures.
6. Invoice off-campus work-study providers on a monthly basis.
  - i. Verify information using WISDM and payroll reports.

- ii. Create and maintain off-campus work-study log for off-campus employers in Excel.
  - iii. Work in cooperation with the Business Office to resolve any discrepancies.
  - iv. Audit budget reports in WISDM for accuracy.
7. Work with current off-campus work-study employers to resolve problems or concerns that may arise.

**D. 10% Administrative Assistance**

1. Act as a back-up for front desk.
  - i. Respond with a high level of knowledge to telephone and walk-in inquiries about a wide range of financial aid matters.
  - ii. Counsel students and parents in person or by phone regarding their concerns. Determine when it's necessary for a student to meet with other Financial Aid staff.
2. Review application, awarding, and financial aid status in PS to advise inquiries.
3. Arrange appointments for other Financial Aid staff.
4. Disseminate appropriate information and forms upon request.
5. Audit financial aid application documents for compliance with established policies and procedures.
  - i. Distribute and receive documentation for verification.
  - ii. Review documentation for completeness.
6. Refer technical inquiries and problems to appropriate person or area.
7. Cross-train in other office areas to enable continuity of work flow during employee absences.
8. Attend workshops, seminars and meetings to keep current with processing changes.
9. Other duties as assigned.

**KNOWLEDGE/SKILLS:**

- HRS (customized program for payroll processing), WISDM, Oracle/Hyperion, ImageNow, Cypress
- Knowledge of student personnel and payroll policies and procedures
- Knowledge of INS rules and regulations relating to International Students
- Ability to meet strict deadlines
- Knowledge of Financial Aid processes, especially related to the Work-Study program
- Excellent communication skills, both written and oral
- Accuracy, attention to detail, and service-oriented
- Strong interpersonal skills; ability to deal effectively with difficult situations

- PeopleSoft knowledge
- Computer skills: Excel, Word, internet, Outlook
- Ability to work with all personnel, students, faculty and staff with a high degree of professionalism
- Ability to work under limited supervision
- Work as an effective team member, cooperatively with supervisors, students and other colleagues across the University
- Treat all student employment and financial aid records and discussion with a high level of confidentiality