PAYROLL & BENEFITS SPECIALIST

POSITION DESCRIPTION

Payroll & Benefits Specialist-Confidential

POSITION SUMMARY
Under the general direction of the Human Resources Director, this position functions independently and performs complex payroll and benefit functions for unclassified employees. This position is responsible for interpreting and applying a wide variety of payroll rules and regulations affecting multiple employment types. Primary payroll processing includes approximately 350 unclassified, graduate assistants, and adjunct staff and provides benefit counseling to new hires, exiting employees, and employees with life changes according to UW System, Wisconsin Retirement System, and Employee Trust Fund (ETF) policies and procedures.

50% A. Coordination of payroll and leave accounting administration for unclassified employees.

A1. Review records in University budget and compare to University of Wisconsin System preliminary reports and record differences. Resolve issues that affect payments such as splits, grant account, FTE, and pay basis.

A2. Audit and review all unclassified personnel action forms for source of funding and resolve discrepancies. Determine when payments will be made.

A3. Resolve payroll issues such as salary adjustments, garnishments and summer payments.

A4. Receive monthly timesheets for academic hourly employees, review and determine when to payroll.

A5. Verify and process unclassified payroll worksheets using payment information from PA forms and time sheets.

A6. Validate the accuracy of payroll data to the automated payroll system through the use of totals and edit reports.

A7. Audit and reconcile payroll with vouchers and balance hour totals with payment totals for general ledger.

A8. Maintain unclassified payroll files on all active and terminated personnel.

A9. Process special payrolls as needed.

A10. Manage the Unclassified Staff Leave Accounting system.

A11. Review unclassified sick leave and vacation usage reports for accuracy and Appropriateness of information and enter usage data.

A12. Audit leave report against leave statements prior to sending out new reports and resolve leave usage or problems with balances.

A13. Review new leave balances each fiscal year, including reviewing eligibility status and changes, and manage vacation “banking” (ALRA) for eligible employees.

A14. Calculate unused leave balances upon termination, retirement and leave of absence.

45% B. Administer fringe benefits for unclassified employees and graduate assistants and serve as backup for administering classified staff of fringe benefits.

B1. Administer all benefit programs and be knowledgeable about the provisions in the various plans.

B2. Conduct new employee benefits orientation sessions. Follow up with employee as 30-day and 6-month enrollment deadlines approach. Research and be knowledgeable of State Statutes, Wisconsin Administrative Codes, labor agreements, rules and regulations and Board of Regent Policies to determine correct interpretation and application to each specific individual being counseled. Check for prior WRS service using ETF’s online network.

B3. Provide pre-retirement counseling, compute estimated benefits and discuss options such as purchasing forfeited WRS or other creditable service, early retirement versus normal retirement, etc. Interpret State and Federal rules, regulations, and laws pertaining to the Wisconsin Retirement System (WRS).

B4. Determine eligibility and assist employees anticipating terminating employment or who are in lay-off status, including counseling on disposition of retirement accounts, tax-
sheltered annuity and/or deferred compensation accounts, providing information about continuation rights under insurance programs, such as COBRA rights, life insurance conversion, etc.

B5. Counsel employees on benefits options resulting from life changes including marital status changes, birth, death, address changes, and dependent changes. Inform employees of their benefits options regarding leave of absence and military leave. Answer employee questions regarding all their benefits.

B6. Counsel employees regarding insurance prepayments necessary to maintain continuous coverage during medical leaves of absences.

B7. Work directly with vendors regarding policies and assist employees in resolving claim problems.

B8. Coordinate open enrollments for employees and annual insurance updates: income continuation; individual and family group life; health insurance, dental and employee reimbursement account (ERA).

B9. Distribute annual staff benefit and WRS retirement statements.

B10. Calculate Wisconsin Retirement System service credit and sick leave conversion values for employees. Submit Accumulated Leave Certification to the Department of Employee Trust Fund for eligible employees.

B11. Keep employees informed of changes and enrollment opportunities. Work with vendors to provide information sessions.

B12. Receive and review insurance forms for accuracy and completeness, calculate premiums, code and enter data into benefit deduction system and distribute appropriately.

B13. Prepare transfer records for employees transferring to other UW System campuses/state agencies.


C. Miscellaneous payroll and benefit related duties.

C1. In the absence of the other Payroll and Benefits Specialist, assist with processing classified payrolls.

C2. Prepare and process salary cash transfers and check corrections.

C3. Update unclassified pay schedules.

C4. Review accounting control reports and mismatch reports, resolving discrepancies and notifying appropriate offices of actions necessary to correct.

C5. Email employee earnings statements for those employees who do not have portal access.

C6. Entry of W4’s, Direct Deposit forms and address changes.

C7. Obtain duplicate W2 forms for employees.

C8. Participate in planning and training for HRS.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

1. Ability to process payroll and benefits accurately within established timelines.
2. Ability to work with an automated timekeeping and Human Resources Information System (HRIS) systems.
3. Effective analytical and problem solving skills and the ability to resolve complex payroll and benefit issues.
4. Working knowledge of unclassified personnel guidelines, state union contracts, Wisconsin Administrative Codes, state statutes, compensation/pay plans; federal/state laws and regulations; and agency rules and policies and the ability to apply the rules to payroll.
5. Working knowledge of UW System fringe benefits and Employee Trust Fund policies and procedures.
6. Excellent oral and written communication skills
7. Excellent interpersonal, communication and customer service skills in working with a diverse community.
8. Must possess high attention to detail.
9. Ability to plan, organize and prioritize work.
10. Excellent judgment including sensitivity to personal and confidential information.
11. Physical ability to sit at a computer terminal for extended periods of time.
12. Working knowledge of desktop hardware and standard business software programs (e.g. word processing, spreadsheets, database) and the Internet
13. Moderate amounts of walking, standing, and stair climbing; occasional lifting of supplies up to 10 lbs.
14. Occasional weekend or evening hours and travel.
15. Ability to develop collegial working relationships with others.
16. Work independently and as part of a team environment and on collaborative efforts
17. Good work habits, such as attendance, punctuality, accountability, thoroughness and resourcefulness.

The work must be performed often under pressure to meet multiple customer service and operational demands sometimes without adequate resources while maintaining service standards. The incumbent is expected to be resourceful and manage the workload independently, eliciting the support and cooperation of colleagues and peers.

May, 2011