UNIVERSITY OF WISCONSIN – SUPERIOR
POSITION DESCRIPTION
Payroll and Benefits Specialist - Project

POSITION SUMMARY
Under the general direction of the Human Resources Director, this position performs payroll and benefit and Human Resource functions for UW-Superior employees as well as serve as office manager. This position is responsible for interpreting and applying a wide variety of payroll rules and regulations affecting multiple employment types.

Office Management
- Provide highest quality customer service to office visitors and callers;
- Respond to general questions regarding HR policies and procedures (i.e., Criminal Background Check Policy, Tuition Reimbursement, etc.) referring customers to appropriate staff as necessary
- Process and distribute incoming and outgoing mail and packages
- Provide administrative support to the Vice Chancellor, Administration and Finance
- Coordinate travel arrangements for staff
- Coordinate the purchasing for the department and process purchase requisitions; maintain financial records and budget for Human Resources
- Monitor, oversee, and update campus bulletin boards designated for HR use and monitor labor law posting requirements to ensure compliance.

HR Transactions
- Complete new hire paper work/checklist with employees and ensure I-9 compliance.
- Manage volunteer onboarding
- Create and maintain official personnel files
- Develop and maintain university organization charts
- Annually update employee listing for commencement exercises
- Schedule room reservations, set up and equipment need for training programs; produce workshop materials, evaluations and training materials, enter training evaluation results on spreadsheet.
- Attend training seminars, conferences and meetings to broaden knowledge and skills as applicable opportunities arise
- Serve as back up for Student Employee(s)

Coordination of Payroll Functions
- Monitor bi-weekly timesheets for hourly employees
- Monitor absences and resolve issues related to monthly and bi-weekly payroll
- Monitor and resolve issues related to Employee Self Service (ESS) process
- Calculate unused leave balances upon termination, retirement and leave of absence
- Manage FMLA payroll and leave accounting
- Reviewing eligibility status and manage Banked Leave process for eligible employees
- Maintain payroll files
- Serve as back up for Payroll and Benefits Specialist
- Process missed payroll, check corrections and various payroll functions as needed
- Entry of payroll information, i.e., W4s, direct deposit, etc.
- Monitor retroactive payments for monthly and bi weekly payroll

Administration of benefits
- Assist in entry and administration of all benefit programs and be knowledgeable about the provisions in the various plans
- Conduct new employee benefits orientation sessions and recruitment candidate benefits overviews
- Provide pre-retirement counseling, compute estimated benefits and discuss options
- Administer COBRA
- Counsel employees on benefits options resulting from life changes
- Counsel employees regarding insurance prepayments necessary to maintain continuous coverage during medical leaves of absences
- 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.
- Receive and review insurance forms for accuracy and completion
- Assist with coordination of the annual benefits fair
- Serve as back up for campus benefits administrator

Miscellaneous Functions
- Other duties as assigned

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:
- Ability to process payroll and benefits accurately within established timelines
- Ability to work with automated timekeeping and Human Resources Information System (HRIS) systems
- Effective analytical and problem solving skills
- Ability to resolve complex payroll and benefit issues
- Ability to quickly learn University policies, Wisconsin Administrative Codes, state statutes, compensation/pay plans, federal/state laws and regulations, and agency rules and policies and have the ability to apply the rules to payroll
- Excellent oral and written communication skills
- Ability to communicate effectively with a diverse campus and population.
- Must possess high attention to detail
- Ability to plan, organize and prioritize work
- Excellent judgment including sensitivity to personal and confidential information
- Ability to develop collegial working relationships
- Work independently and as part of a team environment

Minimum Qualifications
- Previous experience working in an HR environment with payroll and benefits exposure

Preferred Qualifications
- Experience working in a Higher Education setting