



WAYNE STATE UNIVERSITY

		ISSUED: 2/14/2022
TITLE: Business Affairs Coordinator	SALARY TABLE: AP	CLASS CODE: PE395
UNION: P&A, Local 1979, UAW	SALARY GRADE: 12	EEO CODE: 30
JOB GROUPING: 30	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE

Oversees and coordinates Human Resources transaction requests for an assigned School/College/Division. Provides School/College/Division-wide support and guidance on academic and non-academic employment transactions, Human Resources systems, resources and initiatives. This position is part of a School/College/Division’s Business Affairs Office team and reports to the Director of Business Affairs.

Essential Job Functions	% Time
Receives, reviews and approves all academic and non-academic Human Resources transaction requests submitted by the School/College/Division community, on behalf of the Business Affairs Office. Ensures all transactions submitted are reviewed and approved in a timely manner. Verifies that all required unit/department level approvals are included, as well as additional approvals for externally funded requests and dean’s approval if required. Verifies that all required supporting documents are accurate and included. As needed, reviews policies and collective bargaining agreements and consult with Human Resources (HR Consultant, Payroll, central HR Transaction Team, etc.) and the Division of Academic Affairs to ensure that HR transaction requests are appropriate and compliant with University and School/College policies and procedures, and applicable collective bargaining agreements or Wayne State’s personnel manual for non-represented employees.	20
Works with School/College Human Resources transaction requesters, returns requests to senders and re-reviews once requests are corrected and resubmitted, in order to have corrections and changes made as needed. Works collaboratively with stakeholders to ensure that time-sensitive transactions (approaching contract renewals, non-renewals, Part-time Faculty submission deadlines, contract and assignment end dates, promotions, transfers, terminations, salary adjustments, etc.) are submitted to central Human Resources on time. Works to prevent late payroll payments, along with payroll errors and issues. Identifies, investigates, and trouble-shoots transactional issues. Provides guidance and instructions to stakeholders to ensure all returned transaction requests are handled and resolved in a timely manner.	15

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

<p>Serves as a central School/College resource and subject matter expert on academic and non-academic Human Resources transactional matters, representing the Business Affairs Office. Provides guidance to promote accuracy, completion, and efficiency of HR transaction request process. Provides guidance to stakeholders on the required supporting documents, such as offer letters, waivers, FTEs, salary calculations, start/end dates, appropriate position classifications and position numbers, payroll calendar alignment, labor distributions, etc. Guides stakeholders on maintaining compliance with College and University policies and procedures. Responds to questions, inquiries, and issues involving Human Resources transaction requests and related matters to support stakeholders. Provides Human Resources transaction process training and supports department/unit administrators and other Human Resources transaction initiators in the School/College as needed.</p>	<p>15</p>
<p>Tracks, monitors, and reconciles Human Resources transactions for the School/College on behalf of the Business Affairs Office. Utilizes systems and data resources (Excel, Cognos, Banner, etc.) to gather, analyze, research, and compile HR transaction data and generate related recurring and ad hoc reports.</p>	<p>15</p>
<p>Manages bi-weekly payroll reconciliation process. Investigates, follows up on, and resolves payroll under/over payments. Works with School/College and University stakeholders to provide guidance and ensure submission and completion of pay corrections, updates and changes. Utilizes data and reports to ensure employees are paid correctly and on time each pay period.</p>	<p>10</p>
<p>Prepares and submits Human Resources transactions when back-up coverage is needed. Conducts faculty hiring, renewal, and/or tenure/promotion processing using Wayne State University's Smartpath system and the online Office of Equal Opportunity Case system.</p>	<p>5</p>
<p>Serve as Webtime "super-user" back-up and subject matter expert for assigned School/College. Verifies that all approvers are reviewing and approving their employees' timesheets by required bi-weekly deadlines each pay period. Acts as a college-wide resource, including serving as an occasional back-up proxy approver in Webtime for other timesheet approvers as needed/requested. Maintains timesheet approver and supervisor designations and timesheet queues for the College. Prepares approver access requests for Business Affairs Director's approval.</p>	<p>5</p>
<p>Monitors, tracks and reconciles Family Medical Leave Act usage for assigned School/College. Receives approved Family Medical Leave Act notices and updates and establishes/maintains Business Affairs Office tracking logs and procedures. Receives updates on employee leaves from Business Affairs Director and reconciles approved Family Medical Leave Act coverage with reported Family Medical Leave Act time off used. Provides guidance and ensures accuracy and compliance with Family Medical Leave Act policies and procedures. Ensures that 9-month faculty Family Medical Leave Act usage is reported by appropriate stakeholders. Maintains confidentiality of employee leaves and guide others accordingly.</p>	<p>5</p>
<p>Represents the Business Affairs Office for assigned School/College on special projects, committees, teams and task forces, which may involve internal and external campus stakeholders. Works to identify and recommend business process improvements and solutions toward creating efficiencies, business continuity, consistency and compliance.</p> <p>Monitors workflow of nonexempt support staff. May also provide supervision to part-time support staff such as temporary employees, student assistants and/or college work study students.</p>	<p>5</p>
<p>Performs other duties as assigned.</p>	<p>5</p>

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MINIMUM QUALIFICATIONS

Education

Graduation from an accredited college or university with major coursework in business, personnel or public administration or an equivalent combination of education and experience.

Experience

Reasonable knowledge and/or experience in personnel administration including recruiting, employment, records management and/or benefits administration. Experience with Human Resources business applications preferred.

Knowledge, Skills and Abilities

- Knowledge of principles and practices of human resource management and federal and state labor laws preferred.
- Strong analytical and problem solving skills.
- Considerable knowledge of University policies and procedures.
- Ability to communicate effectively with others. Excellent oral and written communication skills.
- Effective interpersonal and customer service skills.
- Strong organizational skills including attention to detail, prioritizing work assignments and responding to deadlines.

WORKING CONDITIONS

Normal office environment.

ADDITIONAL COMMENTS

This classification is designed to provide specialized knowledge in support of Human Resources transaction processing for a School/College/Division. This level functions as the specialist relative to Human Resources transaction matters for a School/College/Division Business Affairs Office. Responsibilities at this level may include overseeing the workflow of subordinate non-professional staff; recommendation of policies and procedures and the preparation of special reports and studies. Incumbents exercise procedural authority over Human Resources transaction related activities. Considerable initiative, independent judgment and technical knowledge and responsibility are applied to work activities. This classification reports to and receives work direction from a management level position.