

<b>TITLE:</b> <u>Payroll Assistant</u>	<b>SALARY</b>	<b>CLASS</b>
	<b>SCHEDULE:</b> <u>Staff</u>	<b>CODE:</b> <u>SA414</u>
<b>UNION:</b> <u>Staff Association – Local 2071, U.A.W.</u>	<b>SALARY</b>	<b>EEO</b>
	<b>GRADE:</b> <u>4</u>	<b>CODE:</b> <u>40</u>
	<b>FLSA:</b> <u>Non-Exempt</u>	<b>E-CLASS:</b> <u>SA</u>

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**POSITION PURPOSE**

Participate in calculating and monitoring various payroll deductions for University personnel. Perform routine adjustments according to established policies and procedures concerning payroll and withholdings.

**ESSENTIAL JOB FUNCTIONS**

- Process requests for payroll deductions to accommodate needs of all University employees. Compute percentage and/or amount to be withheld from the wages of personnel; receive information from employees or external organizations on amounts to be deducted for coverage, requirements or status.
- Monitor Friend of Court deductions. Ensure withholdings are appropriate; interpret documentation on deductions for various purposes; calculate and process paperwork to initiate retroactive deductions. Verify that employee's withholdings accurately reflect appropriate percent and allowable legal amount; make changes as necessary.
- Accurately document payroll deductions for different purposes. Track employee withholdings and assign funds to appropriate source to be paid; tally payments attributed to various organizations: prepare Special Payment Authorizations (SPA) for employee withholding payments to various courts. Perform audits of payments made to ensure timely and accurate disbursements of allocated funds.
- Maintain records supporting payroll withholdings from University employees. Receive notice of wages to be garnished, court documents or changes in deductions; make adjustments to deductions accordingly. Prepare and send correspondence to courts, attorneys and employees. Reallocate wages based on information submitted from departments.
- Participate in processing bi-weekly payroll. Data enter timesheet information to ensure employees receive payment for hours worked; provide general information to employees, courts, etc. on pay issues.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification level provides responsible and independent processing of deductions from University employee paychecks. This level performs tasks, which are procedural in nature. Incumbents must handle new situations based on information learned through prior experience or exposure. Incumbents must exercise keen attention to detail and the ability to communicate effectively with employees and representatives of outside organizations. This classification is typically found in the Payroll Department, Division of Fiscal Operations and reports to and receives work direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Ability to make mathematical computations.
- Ability to type with speed and accuracy.
- Ability to operate complex office equipment including software necessary for spreadsheet design.
- Some bookkeeping experience.
- Keen attention to detail.
- Strong organizational skills.
- Ability to work within deadlines and pressure situations
- Reasonable payroll experience
- Reasonable experience with administrative and accounting systems used at the university
- Typically, incumbents have held positions providing clerical and bookkeeping support.