

## Payroll and Benefits System Coordinator

### **POSITION SUMMARY:**

Under close progressing to general supervision, this position performs administrative and technical support functions associated with the Central Payroll System. The incumbent is responsible for updating manuals and instructions for use by Central Payroll and agencies. This position maintains the Central Payroll internet site including posting memos and other relevant information. The incumbent also monitors system security.

### **Goals and Worker Activities:**

% Time Worker Activities

- 75%** A. Perform administrative and technical tasks required for biweekly and annual processing of the Central Payroll System.
1. Perform audit of agency payroll transactions for accuracy and completeness. Audit new permanent, project and LTE appointments; Reallocations and Reclassifications for accuracy of transaction codes, base salary and effective dates.
  2. Apply key provisions of collective bargaining agreements and personnel rules as they relate to personnel transactions and compensation provisions.
  3. Serve as the backup for approving entries in the Pay One Time Transaction System including the performance of pre-approval audits of lump sum payments.
  4. Prepare and submit service requests to run jobs for PeopleSoft.
  5. Research and correct PeopleSoft error reports using on-line reports and queries.
  6. Maintain the biweekly Correct History report for the section chief's review.
  7. Maintain proficiency with the on-line PeopleSoft screens, provide training to agencies on the use of the on-line system, and make corrections for agencies using the Correct History function in Job Data.
  8. Establish and enter new schedules in PeopleSoft.
  9. Review process monitor to ensure proper completion of jobs, post record counts and keep the log.
  10. Initiate file transfers and downloads with vendors and other agencies.
  11. Update the system tables.
  12. Review error reports from specified benefit programs and contact agencies as needed.
  13. Follow up on inquiries, complaints and requests from users.
  14. Periodically participate in cross-training for backup purposes.
  15. Serve as backup in the absence of the Leave Coordinator.
  16. Coordinate posting memos and other data to the section web site.

17. Enter agency Pay Card requests in US Bank site and PeopleSoft system.

**10% B.** Serve as the Section Website Coordinator.

1. Coordinate all posting and maintaining content on the Central Payroll web portal.
2. Design categories of data and create links to relevant external sources.
3. Maintain website security approvals.
4. Update user and section documentation and post to section website as required.
5. Work with Section Chief on major manual revisions to ensure information is accurate and compliant with all state and federal requirements.
6. Update the payroll contact list, calendar and biweekly deduction schedule as required.

**15% C.** Perform miscellaneous tasks.

1. Audit salaries and appointment of unclassified appointments for compliance with state statutes. Maintain spreadsheet of all unclassified appointments and salaries in Excel.
2. Enter data for garnishments into PeopleSoft.
3. Serve as the backup to the garnishment coordinator.
4. Participate in the distribution of payroll output and other special mailings.
5. Perform special assignments and projects as directed by section chief.
6. Respond to requests for verbal employment verification.

**Knowledge, Skills & Abilities**

1. Knowledge of payroll calculations including taxes, benefits and miscellaneous deductions.
2. Knowledge of collective bargaining agreements and personnel rules as they relate to personnel transactions and compensation provisions.
3. Knowledge of MS Office Suite including Outlook, Word, and Excel.
4. Knowledge of effective and professional written and verbal communication skills.
5. Knowledge of paid time off systems and operations.
6. Knowledge of automated payroll processing systems.
7. Knowledge of customer service principles.
8. Knowledge of Wisconsin Retirement System rules and provisions.

9. Knowledge of the benefit programs and administration rules offered by the State of Wisconsin to employees.
10. Organizational skill to exercise a strong sense of priority and time management.
11. Ability to maintain a professional and service-oriented relationship with customers and co-workers