AUBURN
Human Resources

Spec I, Payroll & Employee Benefits

Job Description

JOB INFORMATION

Job Code	ED44
Job Description Title	Spec I, Payroll & Employee Benefits
Pay Grade	HR06
Range Minimum	$42,300
33rd %	$49,340
Range Midpoint	$52,870
67th %	$56,390
Range Maximum	$63,440
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/5/2023

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Payroll

JOB SUMMARY

Performs payroll and benefits-related functions, including benefits administration, payroll processing, payroll tax compliance, and associated reporting in a high-volume environment

RESPONSIBILITIES

- Assists in determining benefits eligibility, enrolling eligible employees in benefits and coding deductions and taxes for all employees.
- Helps to process payrolls which includes calculation of net pay and calculates overpayments, ensuring payrolls are issued properly and on time
- Helps to ensure the balancing of accounts, reports and disbursements of deductions to vendors.
- Assists in communicating with employees to inform and advise about confidential matters, policies, procedures and regulations in regards to both payroll and benefit issues.
- Helps to ensure billing for missed premiums and handling cash/check/payments.
- Assists with entering, balancing, and maintaining related files and records.
- Helps with edits, updates, and inputs the appropriate accounting and journal entries.
- Helps with maintaining, revising, and auditing plan and tax documents to ensure they are maintained within IRS rules and regulations.
- May provide payroll and benefit related training to university employees.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or Equivalent	and	4 years of	Experience in payroll processing, taxes, and employee benefit administration	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of FLSA requirements, tax regulations, payroll procedures, security/privacy protocols, coupled with strong mathematical, organizational, time-management, and communication skills applicable to supporting the Payroll function	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.