AUBURN
Human Resources

Mgr, Employee Benefits

Job Description

JOB INFORMATION

Job Code	KA35
Job Description Title	Mgr, Employee Benefits
Pay Grade	HR12
Range Minimum	$76,560
33rd %	$96,970
Range Midpoint	$107,180
67th %	$117,390
Range Maximum	$137,800
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	7/17/2026 9:43:33 AM
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JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Benefits

JOB SUMMARY

Reporting to the Executive Director, Payroll & Benefits, this position is responsible for managing and administering the employee benefit plans offered to Auburn University and Auburn University Montgomery employees.

RESPONSIBILITIES

- Manages and administers the mandatory retirement plans for the university and serves as the university liaison with the state of AL Teachers Retirement System to ensure timely and correct contributions and participation. Interprets state regulation changes and coordinates compliance efforts with all affected parties. Ensures contributions are remitted and accounts are balanced in a timely manner. Contacts the TRS with any questions regarding special circumstances and maintains a current relationship with TRS employees. Communicates weekly with TRS employees in regards to questions pertaining to contributions and salary due to an employees' retirement. Audits TRS retirement applications to verify correct contribution and leave days are communicated to TRS per retirement applications. Notifies TRS of returning to work retiree's part time status and monitors retiree's earnings for annual earning limitation on a monthly basis.
- Manages and administers the flexible spending account plan, maintains and revises plan documents and keeps current with legal rules and regulations to ensure IRS compliance. Manages the renewal, reconciliation and enrollment processes for the plan. Works with FSA vendor to resolve any issues that our participants may have in regards to payroll and/or claims issues. Processes weekly vouchers to maintain funds in the Flex accounts at WageWorks for participants' reimbursements. Prepares and distributes enrollment information to eligible employees. Edits, computes and performs data entry in Banner for flex deductions.
- Manages, monitors, notifies, and reviews part time employees who may become and who are eligible for AU's health insurance based on ACA rules to ensure compliance. Processes enrollments and declinations, monitors, and reviews data feeds to TPA ACA vendor for accuracy of payroll information. Reviews and verifies correct information, makes corrections annually to the 1095 C's that must be mailed to employees/retirees who have AU's health insurance. Verifies correct information regarding premiums, correct months of coverage and dependents' information such as date of birth and social security numbers.
- Assists with the managing and administration of all employee benefit plans, to include review of new benefit offerings, renewals, compliance, implementation, enrollment and terminations to ensure proper enrollment and plan compliance. Balances and monitors the trust account , ACA vendor and mental health carrier. Maintains hard copy and electronic files in Excel for spreadsheet review and reconciliation of monthly claims and incoming premiums. Collaborates with ISS on many scripts and projects.

RESPONSIBILITIES

- Manages benefit plan documents/contract revisions and retention, summary plan description/summary of benefits and coverages revisions and dissemination, and other plan documentation requirements to ensure compliance and correct information is maintained
- Creates and maintains enrollment and additional taxation on Sponsored Adult/Child Dependent. Processes applications, coding deductions in Payroll system to ensure the proper taxation is assigned to the employee during payroll processing. Monitors the deduction to maintain correct taxation.
- Communicates with employees to inform and advise regarding confidential matters, policies, procedures and regulations in regards to payroll and benefits issues to meet customer needs . Assists employees with situations regarding benefits and fosters ongoing education and learning opportunities. Manages, assists and administers the FMLA program.
- Manages special projects and implementation of new programs, including the benefits fair, coordination of required mailings, Medicare Part D Subsidy, new tier structure in retirement plan and electronic enrollment design, configuration, testing, and implementing in production. Creates and implements the new Employee Class for biweekly graduate students.
- Conducts New Employee Orientation with full time employees ensuring prompt enrollment in benefits, conducts training programs and presentations and represents Payroll & Employee Benefits at on and off campus events. Conducts open enrollment for benefits, prepares open enrollment benefit materials and literature, and coordinates annual benefit fair.
- Manages and maintains the payroll critical configurations in banner and conducts appropriate testing when needed for creating new deductions/taxes or system changes. Updates the current premiums, builds new deductions as needed. Works with Information Support Services and with Tax Compliance office in regards to any upgrades to the payroll system regarding tax tables and tax treaty deductions for the Tax Compliance office. Plans, participates in, conducts, and evaluates special projects and studies requiring coordination of activities across departmental and functional lines. Monitors and correcting payroll/deduction issues in electronic online benefit enrollment system and Banner payroll.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	
Bachelor's Degree	Degree in Business, Management, or related.	and	8 years of	Experience in coordinating the benefits process for an organization, legal compliance, and implementing and administering a compliant employee benefit plan.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

In depth knowledge of state and federal laws and regulations relating to employee benefits administration.	
Knowledge and a clear understanding of all relevant laws, regulations, guidance/policy related to all University benefits, including but not limited to COBRA, HIPAA, ACA, FMLA, Section 125, FSA, 403b/457b, benefits coordination.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.