



JOB INFORMATION

Job Code	ED41
Job Description Title	Spec I, Employee Records
Pay Grade	HR04
Range Minimum	\$34,320
33rd %	\$38,900
Range Midpoint	\$41,190
67th %	\$43,470
Range Maximum	\$48,050
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/9/2022

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Records

JOB SUMMARY

Assists with the research, review, scanning, indexing, verifying, input, audit, and retention of employee records for Faculty, Staff, TES, Students, Affiliates, and Contractual employees ensuring a high level of accuracy. Ensures all university policies, procedures, and federal and state guidelines are followed related to employee records.

RESPONSIBILITIES

- Assists with the review, research, input, and audit of employee records and ensures accurate information. Ensures accuracy of information prior to entry by researching and documenting corrections. Reviews, researches, confirms accuracy, and processes electronic personnel actions (ePAF).
- Assists with the review of I9 and tax compliance records to ensure correct information as presented.
- Collaborates with payroll and onboarding teams for timeliness requirements. Works closely with employment services, compensation, employee relations and other departments in communication of issues and resolving issues.
- Assists with reviewing scripts and reports on a daily, weekly or monthly basis as appropriate for analyzing information for correction of records prior to payroll action.
- Electronically retrieves employee job record documentation through systems and email to support actions for employee records to meet state auditor requirements. Ensures accuracy of information needed. Performs scanning of records, indexing, verifying and retaining of documents in web-based filing system. Inactivates employee records in accordance with protocols for inactivating employee records. Assists with file documentation audits periodically.
- Submits and researches errors to successfully meet deadlines of state reporting requirements to remain compliant and avoid fines.
- Keeps supervisor informed of issues that may arise.
- Assists with tracking and creating documentation of Hiring Proposal errors for discussion of improvement.
- Participates in execution of HR related projects.
- May perform other related duties as assigned by the unit leader.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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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 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	High school diploma required.	And	2 years of	Experience working in an office setting that includes data analysis, ability to research records and documentation review for accuracy, attention to detail and ability to meet deadlines in a fast-paced environment for high volume actions.

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

Preferred knowledge of human resources and related functions, knowledge of the guidelines for acceptable documents and procedures for completing and maintaining the I-9 employment eligibility form.

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		
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.