

PAYROLL ASSISTANT

DEFINITION

Reports time and resolves routine payroll problems for academic, classified, and/or unclassified employees of a college using the District's computerized payroll system and other resources.

TYPICAL DUTIES

Reviews weekly time reports and absence request forms submitted by college offices for completeness, accuracy, and appropriate documentation.

Codes and inputs time reports into a computerized payroll system.

Prepares time reports, transmittals, and adjustments using negative and positive reporting procedures established by the District Payroll Section.

In a service-oriented environment, assists college employees in resolving payroll problems by reviewing warrants and computerized payroll and personnel records, identifying the source of problems, initiating corrective action, or reporting unusual problems to the District Payroll Section.

Distributes weekly time reports and related payroll documents to college offices.

Completes information from payroll records and generates special reports related to the college payroll.

Processes applications for emergency pay and lost warrant affidavit forms for submission to the District Payroll Section.

Answers inquiries from employees about discrepancies in time reports and related payroll documents and explains policies and procedures and bargaining unit contract provisions related to time keeping issues.

Contacts employees, supervisors, and staff to verify absence, leave, and employment status information for time reports.

Collects reimbursements from employees for jury duty or overpayment of salary for submission to the District Payroll Section.

May provide work direction to clerical staff assigned to the unit.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Payroll Assistant** performs specialized clerical duties related to the processing of time reports and absence request forms for academic, classified, and unclassified employees of a college and providing coordination between the District Payroll Section and employees of a college in the resolution of payroll problems. Extensive public contact is also considered an essential function of this class.

A **Payroll Technician** performs complex clerical duties related to the processing of payroll data and records, auditing of salary payments, deductions, benefits accruals, and payroll records for compliance with rules and regulations, updating and maintaining payroll data in a computerized payroll system, and resolving salary payment, deduction, benefits accruals, and record discrepancies. Extensive public contact is also considered an essential function of this class.

A **Senior Payroll Technician** acts in a lead capacity and participates in the work of a small unit engaged in the clerical processing of payroll data and records. Extensive public contact is also considered an essential function of this class.

DISTINGUISHING CHARACTERISTICS (Cont.)

A **Supervising Payroll Technician** supervises a specialized clerical unit engaged in processing payroll data and records, including the audit of salary payments, deductions, and benefits accruals, and payroll records, the application of academic and classified rules and regulations, and collective bargaining unit agreements, extensive public contact, and the correction of errors in payments, deductions, and benefit accruals.

SUPERVISION

Immediate supervision is received from a classified supervisor. May provide work direction to assigned clerical and student employees.

CLASS QUALIFICATIONS

Knowledge of:

- Time reporting and time record processing procedures
- Payroll rules, policies, and records affecting time reporting
- Recordkeeping procedures
- Letter, memorandum, and report formats
- Business English, punctuation, spelling, and grammatical usage
- Customer service techniques for public contact in person and on the telephone
- Capabilities of computer systems, software, and hardware used in assigned area

Skill in:

- Use of computer and standard office equipment

Ability to:

- Verify, code, and input time reports accurately
- Make arithmetical computations accurately
- Detect discrepancies in time records and take corrective action
- Effectively utilize computer equipment and software in the performance of duties
- Retrieve data from a computerized payroll system
- Work with frequent interruptions and under the pressure of recurrent deadlines
- Prepare basic reports and correspondence
- Follow written and oral directions
- Keep accurate and detailed records
- Explain time keeping related rules and procedures
- Work effectively and cooperatively with District staff, students, and the public
- Learn and apply information system coding procedures related to time record processing
- Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or its equivalent.

Experience:

None is required. One year of full-time paid general clerical experience which included use of computer equipment and public contact is desirable. Time-keeping and recordkeeping experience is desirable.