

PAYROLL TECHNICIAN

DEFINITION

Performs complex clerical duties related to the processing of payroll data and records and resolves payroll discrepancies.

TYPICAL DUTIES

- Audits salary payments and deductions by reviewing and checking complex payroll data from multiple computerized and non-computerized sources to assure accuracy of salary payments, deductions, quota accruals and balances and to ensure compliance with rules and regulations.
- Determines the causes of errors and discrepancies in payments, deductions, quota accruals and balances, and records and makes appropriate adjustments.
- Assists college staff in resolving payroll problems by reviewing warrants and computerized payroll and personnel records, identifying source of problems, and initiating corrective action.
- Reviews computer application screens and reports for accuracy of payroll data.
- Computes and prepares data for correction of salary payment, deduction, and quota accrual and balance discrepancies.
- Interprets codes and information on information systems screens and related records in order to obtain and verify employee payroll data.
- Answers inquiries from employees about discrepancies in salary, payments, deductions, and quota accruals and balances.
- Computes, verifies, and processes salary changes and adjustments.
- Verifies, prepares, updates, and maintains changes in employees' general payroll records retained in a computerized payroll system.
- Maintains retirement records which involve posting, examining, balancing, and computing retirement data.
- Applies interpretations of collective bargaining agreements as well as the rules and regulations of the Personnel Commission and the Board of Trustees to the daily processing of payroll transactions.
- Prepares third party correspondence and reports for other governmental jurisdictions related to retirement such as Social Security Administration, Employment Development Department, Public Employees Retirement System, and State Teachers Retirement System.
- Processes tax-deferred supplemental retirement deductions and refunds.
- Provides confidential payroll information, as authorized, to public agencies, loan and insurance companies, and other units of the District.
- May assist in testing configuration changes for wage and time types and reports findings.
- May provide work direction to clerical payroll and other clerical staff assigned to the unit.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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

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 balances, 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 quota accruals and balances. An incumbent also resolves the most complex and difficult payroll problems of the unit.

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.

A **Payroll Assistant** performs clerical duties related to the processing of time reports for academic, classified, and unclassified staff 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.

SUPERVISION

Immediate supervision is received from supervisory payroll staff. Work direction may be received from a Senior Payroll Technician. May provide work direction to Payroll Assistants and other clerical staff assigned to the unit.

CLASS QUALIFICATIONS

Knowledge of:

- Federal, State, and District rules and regulations related to employee salaries and payroll deductions
- Time reporting and payroll procedures
- Computerized payroll systems and procedures
- Methods and terminology used in financial and statistical recordkeeping
- Basic accounting principles and practices
- Clerical practices and 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 payroll operations

Skill in:

Use of computer equipment

Ability to:

- Detect discrepancies in payroll data and records, determine source of error, and take corrective action
- Utilize a computerized payroll system
- Make arithmetical computations rapidly and accurately
- Adapt readily to working with a variety of forms, documents, rules, regulations, guidelines, and procedures
- Understand, interpret, apply, and explain payroll related rules, regulations, and procedures
- Understand, interpret, apply, and explain rules and regulations related to the State Teachers' Retirement System, the Public Employees' Retirement System, and the Public Agency Retirement Services System
- Generate and interpret computer data reports related to payroll
- Apply information systems coding procedures related to payroll operations
- Revise, record, and verify payroll information with speed and accuracy
- Work with frequent interruptions and under the pressure of recurrent deadlines
- Prepare accurate reports and correspondence
- Maintain accurate records and files
- Follow written and oral directions
- Work effectively and cooperatively with District staff
- Effectively utilize computer hardware and software in the performance of duties
- Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or its equivalent **AND** one year of full-time paid experience in the preparation of payrolls using a computerized payroll system, including computation of salary payments and deductions and resolution of discrepancies.
- OR**
- B. Graduation from high school or its equivalent **AND** one year of full-time paid experience with the Los Angeles Community College District in the preparation of time reports or personnel assignments.