Title: Payroll Specialist

Pay Scale Group: 64

Essential Function

Under general supervision from a designated administrator, provide payroll support functions to the University.

Characteristic Duties

1. Maintain computerized payroll system by reviewing and processing additions and changes; make preparations for payroll deductions; input involuntary deductions and limits; responsible for withholding and payment of wage garnishments and distribution of pay checks.

2. Provide guidance and answer customer (internal & external) inquiries regarding payroll matters.

3. Post payroll data and prepare routine reports; issue all payroll related documents (e.g., W-2, duplicate payroll stubs, etc.).

4. Comply with university and governmental regulations.

5. Assist with user training sessions.

6. Perform related duties based on departmental need.

Minimum Qualifications

- High school/GED diploma. Two to three years of related experience; -OR- an equivalent combination of technical school education and experience.

Last updated: January 2007

An affirmative action/equal opportunity institution