



DATE ISSUED: 09/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Payroll

JOB SUMMARY

Performs responsible administrative work in the day-to-day management of the Payroll Department. Duties encompass the supervision of all payroll office procedures involving the payment and reporting of all faculty, staff, and student employees. Work is performed under limited supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Human Resources Employee Services

Supervises: HR Associate – Payroll

PRIMARY DUTIES - *May include, but not limited to the following:*

Answers policy and practice questions for area of responsibility.

Supervises deductions made from earnings for social security, federal income tax, parking, charities, gifts, and garnishments.

Transmits monies to the Federal Government, insurance carriers, optional retirement companies, and originating banks for direct deposit programs.

Prepares all required federal income tax and social security reports.

Reviews and verifies payroll cycles; identifies and corrects discrepancies prior to generation of payroll checks.

Administers payroll processes that update the university's HRMS Oracle, such as leave accruals, balances, longevity, timesheets and reallocations.

Completes the payroll distribution process, which exports payroll actual and encumbrances to the General Ledger and builds the Uniform Statewide Accounting Systems (USAS).

Processes all salaried, hourly, and manual payrolls and transmits to bank.

Calculates and applies adjustments to deductions from earnings on paycheck.

Maintains PTO balances for all employees.

*Manager, Payroll
Date Issued: 09/07
FLSA: Exempt
PTO: VCS*

Processes monthly garnishments.
Reviews calculations of terminating vacation and overtime pay; applies to final check.
Processes on-line Personnel Transaction Forms and Template assignments (enters taxes, direct deposits, calculates pay, set up timesheets/pay slip access).
Manages longevity and hazard duty pay for all employees.
Tests and confirms newly installed Oracle patches for impact on functionality in system.
Leads Administrator of the Glacier system to determine proper taxation and reporting of non-resident employees.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Works with other departments in constantly updating and upgrading the payroll data processing system.
Reconciles the monthly State of Texas HRIS report with the university's payroll system in compliance with state reporting guidelines.
Compiles monthly labor statistics report.
Assists all employees with payroll related questions.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Bachelor's degree in Accounting or a related field of study preferred. CPA, CPP, PHR/SPHR certification preferred.

EXPERIENCE

Three years state agency or higher education accounting and management experience within a payroll department including withholding tax reporting. HRIS experience in Payroll and Oracle payroll module experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
Ability to apply budgetary and fiscal planning techniques within financial constraints.

*Manager, Payroll
Date Issued: 09/07
FLSA: Exempt
PTO: VCS*

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively -orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Manager, Payroll
Date Issued: 09/07
FLSA: Exempt
PTO: VCS

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.