



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 1/86; 2/86; 5/88; 9/90; 6/92; 2/93; 5/93; 3/94; 11/94;  
1/98; 5/01; 12/01; 12/02; 7/08; 6/15; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Payroll Technician, Biweekly Payroll	<b>JOB CODE:</b> 474A
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Payroll Services	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Assistant Director, Payroll Services	<b>PAY GRADE:</b> Rank VIII (CT8)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Responsible for processing/analyzing all aspects of the biweekly payroll including importing of records from Consolidated Time Management System time entry. Reviews Condition Management to correct any needed adjustments. Collaborates with other Payroll Technician in the finalization of creating biweekly direct deposits and checks. Prepares, balances, and reconciles Public School Retirement System for State reporting. Responsible for reconciling and transmitting biweekly remittance for Retirement Manager. Researches any pay or leave discrepancies for hourly paid employees.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 1-3 years payroll/bookkeeping experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; advanced math aptitude, advanced Excel skills

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Responsible for analyzing pay records to ensure accurate and timely processing of all phases of the biweekly payroll including importing of records from Consolidated Time Management System time entry.
3.	Works with users of the Consolidated Time Management System at all payroll locations regarding the reporting of biweekly payroll time and attendance data.
4.	Processes and analyzes Personnel Action Forms for salary adjustments and changes for biweekly employees.
5.	Responsible for and maintains control of leave accumulated and used for biweekly employees.
6.	Maintains, reconciles, balances and submits file for State reporting for Public School Retirement System.
7.	Processes wages and salary verifications requested for situations other than loans that are handled in the Compensation Department.
8.	Answers questions regarding gross pay, payroll deductions, leave, etc., from employees paid biweekly; reviews Condition Management to correct any needed adjustments.
9.	Processes wire transfer to remit deductions of 403b and 457 employee deductions through Retirement Manager System.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_