



EMPLOYEE NAME: _____

Revised: 1/86; 2/86; 5/88; 6/90; 6/92; 2/93; 5/93; 03/94;
11/94;10/96; 1/98; 5/01; 12/01; 8/02; 12/02; 6/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Payroll Technician, Monthly Payroll (Even Numbered Schools/Departments)	JOB CODE: 474A
DIVISION: Financial Services	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Payroll Services	WORK DAYS: 238
REPORTS TO: Payroll Accountant	PAY GRADE: Rank VIII (CT8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Responsible for processing/analyzing all aspects of the monthly payroll for even-numbered schools/ departments including importing of records from Consolidated Time Management System time entry. Reviews Condition Management to correct any needed adjustments. Collaborates with other Payroll Technician (Monthly) in the finalization of creating monthly direct deposits and checks. Prepares, balances, and reconciles Teacher Retirement System deduction records for State reporting. Prepares monthly wire transmission of funds to Teacher Retirement. Researches and analyses discrepancies reported by Teacher Retirement System.	

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 Excel skills; advanced math aptitude

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.	Works with users of the Consolidated Time Management System regarding the reporting of payroll time and attendance data.
3.	Responsible for analyzing/processing monthly pay records for even numbered schools/departments including importing of records from Consolidated Time Management System time entry.
4.	Processes Personnel Action forms for salary adjustments and changes for applicable monthly employees; analyzes and sets up needed job salary records based on PA information.
5.	Reviews all paperwork from Benefits and Compensation and processes accordingly.
6.	Processes prior period TRS adjustments for applicable monthly employees; processes paperwork with TRS for retiring certified and classified employees.
7.	Responsible for control of leave accumulated and used for monthly employees.
8.	Prepares, maintains records, reconciles, balances and submits files for State reporting for Teacher Retirement System; prepares monthly wire transmission of funds to TRS; researches and analyses discrepancies reported by TRS.
9.	Handles questions from employees paid monthly regarding gross pay, payroll deductions, leave, etc.; utilizes Condition Management System to correct any needed adjustments.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____