



EMPLOYEE NAME: _____

Revised: 1/86; 2/86; 5/88; 9/90; 6/92; 2/93; 5/93; 3/94; 11/94;
10/96; 1/98; 5/01; 12/01; 07/02; 8/02; 12/02; 7/08; 9/12; 6/15; 7/15, 10/21; 5/25

JOB DESCRIPTION

POSITION TITLE: Lead Payroll Technician, Travel and FMLA	JOB CODE: 466D
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory
DEPARTMENT: Payroll Services	WORKDAYS: Annual Administrative
REPORTS TO: Assistant Director, Payroll	PAY GRADE: Rank H (NK08)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Collaborates with Monthly Payroll Technicians in finalization of creating monthly direct deposits and checks. Responsible for reviewing and reconciling payroll for monthly employees on official leave (FMLA, PPL, WC). Analyzes and updates leave and accrual changes monthly. Responsible for annual sick leave bank enrollment and maintaining critical illness leave bank log. Responsible for working with Travel Payroll Technician to process and reconcile all employee travel requests and reimbursements. Assists with annual travel state reporting. Assists with Bookkeeper travel training and maintenance of current travel forms and documentation.	
REVISION DATE(S): 5/25	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree or its equivalency required (2 years of similar work level experience = 1 year of college), a combination of experience and education may be used to meet the bachelor's degree requirement
2.	Certification/License Required: None
3.	Experience: 3 + years payroll/accounting experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; advanced Excel and 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.	Leads Leave and Travel - assists monthly Payroll Technicians and Travel Representative with processing monthly payroll, training, duties and responsibilities; assists with monthly payroll condition management regarding leave employees.
3.	Processes annual sick leave bank enrollment and follow up; maintains critical illness leave bank employee log.
4.	Works with payroll time keyers to ensure posting of all leave for employees on FMLA, PPL, WC and other types of official leave are posted accurately in the payroll entry system.
5.	Reviews and adds adjusting entries to paychecks for monthly employees out on FMLA, PPL, and WC; adjusts sick leave records for monthly employees that should not accrue sick leave.
6.	Reconciles monthly pay for employees returning to work from FMLA, PPL, WC and other official leave.
7.	Answers questions regarding gross pay, payroll deductions, leave, etc., for employees paid monthly.
8.	Reconciles and processes county travel documentation per School District guidelines; communicates with internal and external departments
9.	Assists with bookkeeper trainings, communication and maintenance of all travel documentation.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____