



EMPLOYEE NAME: _____

Revised: 1/86; 2/86; 5/88; 9/90; 6/92; 2/93; 5/93; 11/94; 1/98;
5/01; 7/01; 7/02; 8/02; 12/02; 5/08; 10/12; 7/15; 6/18; 3/23; 5/25

JOB DESCRIPTION

POSITION TITLE: Payroll Technician, General	JOB CODE: 474A
DIVISION: Financial Services	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Payroll Services	WORKDAYS: Annual Administrative
REPORTS TO: Payroll Manager	PAY GRADE: Rank VIII (NCT8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: First Contact for general payroll inquiries via phone and email; processes new hire onboarding paperwork and imports to Munis, processes address, direct deposit, and State and Federal withholding tax form changes, handles fingerprinting deduction imports and reconciliations; assists with temporary employee ESS access resets.	
REVISION DATE(S): 5/25	

REQUIREMENTS:

1.	Educational Level: High School Diploma or High School Equivalency required
2.	Certification/License Required: None
3.	Experience: 2-5 years payroll and/or bookkeeping experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Excellent written and oral communication; advanced math and Excel 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.	Answers phone and assists callers; forwards call to appropriate area as needed.
3.	Receives all incoming correspondence (U.S. Mail, ESS / Payroll Email) and routes to appropriate individual.
4.	Prepares and processes W-2 forms requested by employees, assists with annual EPV reporting.
5.	Processes W-4 and G-4 forms for Federal and State tax withholding manually or via imports to Munis.
6.	Processes address change and direct deposit requests for employees manually or via import to Munis.
7.	Assists with processing manual paychecks and communication to effected employee(s).
8.	Assists in calculating and processing TRS retirement sick leave certification requests.
9.	Handles employee professional association and credit union deduction changes.
10.	Handles Department of Labor inquiries and Open Record Requests; assists with annual disability reporting.
11.	Maintains Employee Personnel files and documentation management systems; assists with ESS resets.
12.	Imports data into Munis, analyzes information, and compiles reports.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____