
POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:* New (Create a new Position Description)

Internal Team:* ST-Human Resources - 42001

Job Code/Employee Classification:* Payroll Technician II
Job Code: 1101

Classification Title:

MPP Job Code:

Position Number: Payroll Technician II
Position no: ST-00000785

CSU Working Title:* Payroll Technician II

Salary Range/Grade: 1101-RANGE A-Grade-1
Minimum: \$ 3,864.00
Maximum: \$ 6,620.00
Pay Frequency:

Reports to Supervisor:

Reports To:* Director of Payroll Operations
Position no: ST-00000621

Campus:* Stanislaus

Division:* Human Resources, EOC

College/Program:* Human Resources

Department:* Human Resources - 42001

FLSA Status: Non-Exempt

Hiring Type:

Workplace Type (Exclude Inst Fac):

Pay Plan: 12 Months

Pay Plan Months Off:

POSITION DESIGNATION

Mandated Reporter:* Not mandated

Conflict of Interest:* None

NCAA: Yes No

Is this a Sensitive Position?: Yes No

Care of People (including minors) Animals and Property: No

Authority to commit financial resources: No

Access/control over cash cards and expenditure: No

Access/possession of master/sub-master keys: No

Access to controlled or hazardous substances: No

Access/responsibility to personal info: Yes

Control over Campus business processes: No

Responsibilities requiring license or other: No

Responsibility for use of commercial equipment: No

Is this a Campus Security Authority (CSA): Yes No

Serves a security function:

Designated recipient for crime/misconduct reports:

Significant responsibility for Student Activities:

Significant responsibility for Campus Activities:

Job Summary/Basic Function:*

Under general supervision of the Payroll Manager, this position independently performs the typical activities related to the processing of the full range of payroll and personnel transactions such as appointments, changes in status, leaves and separations for CSU employees. Including special consultants and part-time faculty with fractional time-based position appointments of the organizational units assigned to his/her desk.

Minimum Qualifications:*

Any equivalent combination of education and experience which provides the required knowledge and abilities.
Equivalent to two years of payroll and personnel experience which has provided the above knowledge and abilities.

Required Qualifications:

- Thorough knowledge of general office methods, practices and procedures.
- Thorough knowledge of, or the ability to acquire quickly, CSU policies, procedures, programs, guidelines, applicable state and federal laws, educational codes, and collective bargaining agreements.
- Ability to select and apply a wide variety of moderately complex policies, procedures, programs, and applicable state and federal laws, educational codes, and collective bargaining agreements that are not clearly described in available guidelines;
- Ability to organize work, set priorities, and meet critical deadlines;
- Ability to work independently;
- Ability to make sound decisions and recommendations regarding payroll activities;
- Ability to use current computer word processing and spreadsheet software programs, web browsers, electronic calendaring programs, ERP/HRIS, and data management systems;
- Ability to audit and reconcile data; interpret and apply written rules and regulations;
- Ability to establish and maintain effective working relationships with others;
- Ability to exercise tact, courtesy and good judgment in responding to others;
- Ability to perform mathematical calculations;
- Ability to accurately enter data;
- Ability to follow oral and written instructions;
- Ability to communicate effectively with others;
- Ability to read and write at a level appropriate to the position.

Preferred Qualifications:

- Some knowledge of CSU payroll / personnel procedures preferred.
- Experience with CMS PeopleSoft Human Resources Payroll systems involving data entry and reconciliation.
- Experience with data entry and processing payroll in an educational, city, county, or state environment preferred.

Special Conditions:

License / Certification:

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
45	<ul style="list-style-type: none">Processing, auditing, verifying and releasing pay warrants on a various range of PPT's and payroll transactions, such as, appointments, separations, leaves of absence, and status changes for all types of CSU employees, such as, Academic Year, 12 month, 10/12, 11/12, Part-Time, Special Consultants, students, and intermittent employees.Processing, auditing, verifying and releasing pay warrants with NDI/IDL, final settlements, year-end settlements and other position changes as required.Research and apply applicable policies and procedures, Bargaining Contracts, State Payroll Procedures Manual; Personnel Information Management System Manual, Chancellor's Office Executive Orders letters/memos, SCO Personnel and Payroll Letters, and other payroll information.Assist individuals with questions or concerns regarding leave benefits, position history, pay history, and any payroll related record inquiries. This includes running queries or CIRS reports to report information on positions, leave activity, payroll data for budget, and other employee reporting needs that may include payroll reconciliations.	Essential
17	<ul style="list-style-type: none">Leave Benefit Accounting. Verify established and maintained employee leave balances/accruals in Absence Management, audit information entered into database, and determining qualifying status.Validating and auditing records for corrections and/or adjustments as needed based on employee absence reporting, which includes, Vacation, Sick, Personal Holiday, Jury Duty, Military Leave, Maternity/Paternity, CTO, ADO, excess hours and various other leave types.	Essential
18	<ul style="list-style-type: none">Administer and process adjustments to an employee's pay to include: garnishments, tax levies, judgments, dock leave, accounts receivable, retroactive salary or time base changes. Perform analysis and research as directed by the Payroll Team Lead.Calculate net pay with deductions and taxes for late corrections or changes after master payroll cut-off and/or to ensure timely payments of final wages.Prepare, process and calculate net Accounts Receivable related to time base changes, late dock and various types of overpayments. Reconcile and track established Receivables through the collection process. Notify, prepare and distribute 30-day, 60-day and 90-day letters to employees prior to Financial Services Accounts Receivable Team establishing outside collections.	Essential
20	<ul style="list-style-type: none">Time & Labor and Absence Management. Daily, Monthly and Yearly auditing to ensure appropriate processing of compensated absences and compliance with legal deadlines for timely payment of wages. Including but not limited to: Analyzing and troubleshooting system problems, errors, issues for Student Assistants, R11 Instructional Student Assistants, Work Study Students, Summer Bridge Students. The preparation and calculation of Intermittent Hourly, Casual Workers, shift and overtime pay.Process, audit, verify and release or return warrants on a various range of Bargaining Unit Salary programs and payroll transactions, such as: appointments, separations, service pay increases, fund changes, adjustments to work study and various other payroll transactions.Manage and maintain exception reports for all Temporary Hourly or Emergency hires and Students in both PIMS and CMS.Work closely with the Budget Office/HR/FA to maintain "report to" functionality as appropriate for CO compliance of time and leave approval.Other duties as assigned.	Essential

SELECTION CRITERIA

There are no items to show

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally
Climbing:	Never
Concentrating:	Constantly - Essential
Crawling:	Never
Decision Making:	Frequently - Essential
Keyboarding and Mousing:	Constantly - Essential
Lifting or Carrying up to 10 lbs.:	Frequently
Lifting or Carrying up to 25 lbs.:	Occasionally
Lifting or Carrying up to 50 lbs.:	Occasionally
Lifting or Carrying over 50 lbs.:	Never
Performing Calculations:	Constantly - Essential
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Constantly - Essential
Sitting:	Constantly - Essential
Standing:	Occasionally - Essential
Stooping Kneeling or Squatting:	Never
Walking:	Frequently

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1

Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2

Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment:	Never
Excessive Noise:	Constantly
Hazards:	Never
Outdoor:	Occasionally
Elevated Work:	Never
Extreme Temperature (hot or cold):	Never
Indoor (Typical office environment):	Constantly - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1

Description:

Other Environmental Req No.1 Frequency:

**Other Environmental Requirement No. 2
Description:**

Other Environmental Req No.2 Frequency:

**Other Environmental Requirement No. 3
Description:**

Other Environmental Req No.3 Frequency:

Other Environmental Requirements:

POSTING DETAILS

Advertising Summary:

Advertisement text:

USERS AND APPROVALS

Justification for Position:

back fill vacancy

Hiring Administrator:*

Robin Lenz

Email address: CMS_rlenz@csustan.edu

Approval process:*

ST- Staff/MPP

- | | |
|------------------------------|--|
| 1. Supervisor: | Stacey Gross-Schneider ✓ Approved Apr 16, 2019 |
| 2. Classification: | Robin Lenz ✓ Approved Apr 16, 2019 |
| 3. Next Level MPP/Dept Head: | Julie Johnson ✓ Approved Apr 17, 2019 |

HR/Faculty Affairs Representative:*

Stacey Gross-Schneider

Email address: sgrossschneider@csustan.edu