



POSITION DESCRIPTION

Department:	Payroll Services
Classification Title:	Payroll Technician II
Working Title:	Payroll Technician II
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Incumbent:	

Position Summary

Under the management of the Director for Payroll Services, this position independently performs a broad range of specialized administrative responsibilities in support of Payroll Services. As a section of the University Financial Services Department, Payroll Services is responsible for processing all employment, compensation and leave accounting actions for students, faculty and staff. Payroll works closely with Human Resources and Academic Personnel to audit and ensure proper documentation to support these actions. Payroll is responsible for auditing, understanding, coding and keying all actions into the PIMS database system, which is the direct link to the State Controller's Office. PIMS holds the official State of California employment file and is the pay agent for The California State University system. The PIMS database resides on computers owned by the State Controller's Office which are housed in Sacramento. All payroll issued paychecks are generated in Sacramento and mailed to each campus. Payroll works closely with other areas of Financial Services to communicate authorization to release faculty, staff and student paychecks. All student, staff and faculty employees complete their new employee intake in the Payroll Services office. This includes establishing identity and eligibility on the Form I-9, and all other required forms. Payroll manages Absence Management Self Service, which is the leave entry, approval, accruals and compliance application for campus employees.

The incumbent's primary focus is processing payroll for faculty and staff in assigned areas of responsibility within the University. Payroll for faculty and staff requires adherence to multiple, strict deadlines each month. These areas of responsibility require a thorough knowledge of all aspects of pay and leave for all represented as well as unrepresented employees. The incumbent must maintain strong analysis skills to provide customer service to employees that can be represented by any one of ten collective bargaining agreements.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions

Daily

90%

1. Independently interpret and apply proper rules and payroll regulations relating to pay and personnel actions received from Human Resources and Academic Personnel for a variety of changes in employment and pay status for all categories or combinations of categories of CSU employees including staff, faculty, graduate assistants, student assistants, special consultants, individual lesson and summer session instructors.
2. Ensure compliance with various laws and regulations.

3. Independently initiate, process, and complete a diverse range of complex transactions using the state payroll system (PIMS), including but not limited to:
 - Hires
 - Separations and Retirements
 - Promotions, Demotions and Reclassifications
 - Intermittent/Hourly pay
 - Full and part time/time-based pay for staff and faculty
 - Overtime
 - Special consultant pay
 - Shift differential
 - Call back
 - Paid and unpaid leaves
 - Disability
 - Compensatory time
4. Audit/reconcile pay received from the State Controller's Office and authorize release to employee.
5. Initiate any documentation required to adjust pay including creating and clearing salary advances and account receivables as needed.
6. Respond to inquiries and clearly explain procedures and policies.
7. Provide payroll and employment status information.
8. Give assistance to individual employees and departmental personnel while maintaining a high level of confidentiality and professionalism.
9. Maintain official campus employee leave/attendance records. Ensure that leave is accrued and used consistent with campus policies and collective bargaining agreements.

Related Job Functions

As Needed

10%

1. Assist employees at the front desk with questions and process new employee intakes.
2. Perform other job-related duties and special projects as assigned .
3. Attend training and maintain skill currency as appropriate to effectively complete assignments.

Required Education, Experience, and Credentials

Education and Experience:

- Equivalent to two years of payroll and personnel experience demonstrating a thorough knowledge of general office methods, practices and procedures. Any equivalent combination of education and experience which provides the required knowledge and abilities.

Licenses, Certificates, Credentials:

- N/A

Required Skills, Knowledge, and Abilities

- General knowledge and skills in the field of payroll with a foundational knowledge of relevant principles, practices, and methods.
- Ability to learn, interpret, 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. Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.

- Ability to tactfully and clearly explain a wide variety of complex procedures and policies to individuals who have minimal knowledge of pay and personnel related processes and procedures.
- Ability to organize and plan work and projects, under strict deadlines, including handling multiple priorities.
- Ability to make independent decisions, exercise sound judgment, and make recommendations regarding payroll activities.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- Excellent verbal and written communication skills.
- Demonstrated ability to provide excellent customer service to the campus community for all payroll related issues.
- Excellent computer skills and proficiency in using standard software programs including word processing, spreadsheet, presentation, database, email and calendaring.
- Thorough knowledge of business English and arithmetic; general office methods, procedures and practices.
- Review detailed numerical records or transactions and identify deviations from applicable policies or procedures, trace and correct processing errors.
- Ability to independently draft and satisfactorily prepare, cover memoranda and responses to inquiries concerning applications of payroll/personnel policies and procedures.
- Ability to learn and maintain a working knowledge of PIMS, PeopleSoft HR, PeopleSoft Finance, Student Pay System, ImageNow and Campus Information Retrieval System (CIRS).
- Ability to independently research, interpret, code, and enter appropriate transactions into PIMS for employee employment status and/or payroll status changes.
- Ability to maintain an uncompromising level of confidentiality.
- Interpret and utilize a wide variety of reference and policy manuals such as Title V, Payroll Procedures Manual, PIMS Manual, State Administrative Manual (SAM), Collective Bargaining Agreements, and various Technical and Payroll Letters.

Preferred Skills and Experience

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Experience using document imaging software including processing digital documents in workflow.
- Proficiency with Outlook, Word, Excel, PowerPoint, PeopleSoft.
- Familiarity with software related report writing and queries.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
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DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DEPARTMENT HEAD NAME AND TITLE	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification: Payroll Title: Technician, II
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 1101_1
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: R07
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: n/a
<input type="checkbox"/> COI Position		Classifier: HR
Recruitment Number: _____		Initials: Date: 10/18/23