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| Employee Name: | |  | | Fresno State ID # |  |
| Classification: | | Payroll Technician II | | Working Title: | Payroll Technician II |
| Prepared By (MPP/Chair): | | Cathleen Legarretta | | Department: | Payroll Services |
| Bargaining Unit: | R07 | FLSA Status: | Non-Exempt | Date Prepared: | 08/2024 |

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| **POSITION DESCRIPTION** |

**Overview:**

Under general supervision of the Manager of Payroll Services, the Payroll Technician II processes a wide range of confidential, technical payroll and personnel transactions and ensures timely and accurate pay for assigned units across campus. Such transactions include calculating pay for staff, management, tenure and tenured track faculty, temp faculty, student assistants, instructional students, and graduate student employees across various pay plans within the CSU i.e. annual, 10/12 pay plans, 11/12 pay plans, academic year, summer session pay, and special consultants.

The incumbent processes employment status transactions such as promotions, demotions, appointments, probationary, leave of absence, reclassifications, retirements, and separations. The incumbent will also handle a wide variety of troubleshooting, resolution and answering questions across all collective bargaining units on campus, state and federal laws, technical letters, MOU’s and policies. Calculate and process complex workers compensation, disability, leave with/out pay, AWOL, military leave, garnishments and court ordered wage withholding orders. Calculates leave accruals and updates the campus HRIS PeopleSoft system. Incumbent will learn and update two databases, Payroll Input Management System (PIMS at the SCO) and PeopleSoft CMS for all transactions. The Payroll Technician works closely with the State Controller’s Office, other state agencies, serves as a member within the campus Payroll team and takes lead work direction from the Payroll Lead.

**Major duties of the job include:**

* Analyze personnel transaction forms for accuracy and data processing for a full range of payroll and personnel transactions into the PeopleSoft CMS system of record and the State Controller’s PIMS database for all employee categories.
* Ensure payroll processing is followed in compliance with policies, CBA’s, Uniform State Payroll Procedures Manual (PPM), Personnel Information Management System Manual (PIMS), Public Employees Retirement System Manual, and State and Federal regulations.
* Ensure that payroll processing deadlines are met in compliance with State and Federal regulations.
* Assist University staff including timekeepers on questions regarding transactions.
* Independently research, analyze and resolve difficult and complex payroll issues with little to no supervision.
* Apply various memorandum of understanding (MOU) to payroll transactions, which includes researching, analyzing and resolving problems with difficult and complex transactions such as Workers Compensation Industrial and Nonindustrial disability leave programs and pay.
* Final settlement calculations for Faculty.
* Auditing and certifying student, master, intermittent, and miscellaneous payroll and approving the release of payments and garnishments.
* Establishing and maintaining employee leave records and absences in the PeopleSoft Absence Management system. Researching and resolving problems/errors in accruals and usage. Assisting employees with the self-service portion of the absence module.
  + Run and audit Absence Management queries/reports for Dock, Jury Duty, and Absence Comments etc. and ensure that the self-service time entered is in compliance with the employees’ perspective CBA's, Federal and State Laws, Tech Letters, and various Memorandums of Understanding.
  + Perform prior period adjustments and ensure that accurate accrual and state entitlements are given or taken as necessary.
  + Perform termination audits to ensure that balances have been cleared and paid correctly to employees leaving the campus.
  + Audit various absence system generated error messages and correct as necessary.
  + Ensure pay groups and absence groups are setup accurately to ensure that the correct accruals are being generated for the various employee classes.
* Establishing and maintaining Accounts Receivables for overpayments, benefit enrollment arrears, and required withholding adjustments.
* Providing excellent customer service, via phone, email or at the front counter.
* Maintain confidentiality and appropriately handle sensitive communications with employees and external agencies.
* Identify and resolve complex payroll errors with little to no supervision.
* Other duties as assigned by the Manager of Payroll Services to accomplish and meet department/unit missions.

Supervisory Responsibility:

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| Who supervises/leads this position: | Payroll Manager |
| Who is responsible for completing the performance appraisal: | Payroll Manager |
| What other classifications does this position provide leadwork oversight: | None |

**Minimum Requirements of Knowledge, Abilities & Skills:**

**Knowledge of:**

* Thorough knowledge of general office and payroll methods, practices and procedures.
* Thorough knowledge of, or the ability to acquire quickly, policies, procedures, programs, guidelines, applicable state and federal laws, educational codes, and collective bargaining agreements.
* Knowledge of personal computer software such as Microsoft Office, i.e. Excel, Word, PowerPoint, Outlook, Adobe, HRIS and data management systems.

**Skills/Abilities to:**

* Must be able to research 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.
* Organize work, set priorities, and meet critical deadlines.
* Establish and maintain effective working relationships with others and promote a positive, service oriented, collegial work environment with a variety of individuals.
* Perform mathematical calculations.
* Work independently and make sound decisions and recommendations regarding payroll activities.
* Use current computer word processing and spreadsheet software programs, web browsers, HRIS (PeopleSoft), established process guides, and data management systems.
* Read and write at a level appropriate to the position.
* Ability to interpret policies and procedures and apply sound decisions under direct supervision.
* Communicate clearly and effectively, orally and in writing using good business English and appropriate terminology.
* Ability to work in a fast-paced environment and have good customer services skills.
* Excellent payroll business math skills (e.g. the ability to correctly calculate salaries, disability payments, percentages)
* Excellent organization and time management skills to handle a heavy workload, changing priorities, and competing deadlines.

**Education and Experience:**

* High School Diploma or GED equivalent
* Two years of experience in preparing and processing payroll and personnel documents, or closely related experience.

**Preferred Skills:**

* Ability to type and 10-key at a minimum rate of 40 wpm.
* Experience with PeopleSoft.
* Experience with the State Controller’s Payroll Information Management (PIMS) database.
* Experience in the processing of payroll in higher education.

**SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:**

• This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by CSU Executive Order 1095.

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| Employee Name: |  | Position: | Payroll Technician |
| Department: | Payroll Services | Date Prepared: | 08/2024 |

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| **WORKING ENVIRONMENT** |

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

**PHYSICAL EFFORT**

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|  | Number of hours/day | | | | |  |  | | Number of hours/day | | | | |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  |  | | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Sitting |  |  |  |  |  |  | 12. Lifting or carrying | |  |  |  |  |  |
| 2. Standing |  |  |  |  |  |  | | A. 10 lbs. or less |  |  |  |  |  |
| 3. Walking |  |  |  |  |  |  | | B. 11 to 25 lbs. |  |  |  |  |  |
| 4. Bending Over |  |  |  |  |  |  | | C. 26 to 50 lbs. |  |  |  |  |  |
| 5. Crawling |  |  |  |  |  |  | | D. 51 to 75 lbs. |  |  |  |  |  |
| 6. Climbing |  |  |  |  |  |  | | E. 76 to 100 lbs. |  |  |  |  |  |
| 7. Reaching overhead |  |  |  |  |  |  | | F. Over 100 lbs. |  |  |  |  |  |
| 8. Crouching |  |  |  |  |  |  | 13. Repetitive use of hands/arms | |  |  |  |  |  |
| 9. Kneeling |  |  |  |  |  |  | 14. Repetitive use of legs | |  |  |  |  |  |
| 10. Balancing |  |  |  |  |  |  | 15. Eye/hand coordination | |  |  |  |  |  |
| 11. Pushing or pulling |  |  |  |  |  |

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|  | Yes | No |
| 16. Driving cars, trucks, forklifts and other equipment |  |  |
| 17. Being around scientific equipment and machinery |  |  |
| 18. Walking on uneven ground |  |  |

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| **MENTAL EFFORT** | | | | | | |  | **ENVIRONMENTAL FACTORS** | | | | | |
|  | Number of hours/day | | | | |  | |  | Number of hours/day | | | | |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  | |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Directing Others |  |  |  |  |  |  | | 1. Inside |  |  |  |  |  |
| 2. Writing |  |  |  |  |  |  | | 2. Outside |  |  |  |  |  |
| 3. Using math/calculations |  |  |  |  |  |  | | 3. Humid |  |  |  |  |  |
| 4. Talking |  |  |  |  |  |  | | 4. Hazards |  |  |  |  |  |
| 5. Working at various tempos |  |  |  |  |  |  | | 5. High places |  |  |  |  |  |
| 6. Concentrating amid distractions |  |  |  |  |  |  | | 6. Hot |  |  |  |  |  |
| 7. Remembering names |  |  |  |  |  |  | | 7. Cold |  |  |  |  |  |
| 8. Remembering details |  |  |  |  |  |  | | 8. Dry |  |  |  |  |  |
| 9. Making decisions |  |  |  |  |  |  | | 9. Wet |  |  |  |  |  |
| 10. Working rapidly |  |  |  |  |  |  | | 10. Change of temp |  |  |  |  |  |
| 11. Examining/observing details |  |  |  |  |  |  | | 11. Dirty |  |  |  |  |  |
| 12. Discriminating colors |  |  |  |  |  |  | | 12. Dusty |  |  |  |  |  |
|  |  |  |  |  |  |  | | 13. Odors |  |  |  |  |  |
|  |  |  |  |  |  |  | | 14. Noisy |  |  |  |  |  |
|  |  |  |  |  |  |  | | 15. Working With others |  |  |  |  |  |
|  |  |  |  |  |  |  | | 16. Working around others |  |  |  |  |  |
|  |  |  |  |  |  |  | | 17. Working alone |  |  |  |  |  |