



Job Title: Payroll Specialist

CLASSIFICATION DESCRIPTION

Department: Payroll
Pay Grade: 105
FLSA Status: Non-exempt
Remote Work Eligible: No

JOB SUMMARY

This position is responsible for processing and reconciling biweekly and session payrolls for the College including performing calculations and submissions of payments for IRS and garnishments. This position sends the direct deposit, child support and Fidelity files to the bank; calls in wire transfers for federal taxes after each payroll; and sends ALTSS (Alternative to Social Security), ORP (Optional Retirement Plan,) and TSA (Tax Shelter Annuity) files to TIAA-CREF.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Processes biweekly payroll; manually enters project deliverables, time modification forms, leave adjustment forms, terminal payouts, overtime reports, sub pay, supplemental job reports, blended rates, retro adjustments, adjustments from the benefits team or any type of adjustment that is completed on the pay line; reviews terminal payouts from the previous pay period to make sure there are no earnings on the pay line; and reviews all entries to ensure proper processing.
- Runs FLSA Report; checks timesheets to see if a blended rate calculation is needed; and if so, makes calculation.
- Processes session payroll once a month (except January and August); creates session certs; creates files to send to department administrative assistants for review and approval by department heads; enters manual changes such as dockages (days missed class), cost center number changes, ECH changes, and classes added or deleted; enters substitute pay forms; recalculates edit report and compares line items with session certs/changes; follows-up with departments for additional information as needed; and reviews pay data maintenance to make sure changes made on the session certs are updated in system.
- Reconciles biweekly and session payrolls; reconciles JE from accounting with payroll summary reports; checks registers and wires; and completes journal entries to correct imbalances.
- Calls in federal taxes,

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- Processes garnishments; responds to company/Clerk of the Court; notifies employee; enters information into system; reviews related payroll transaction; sends child support file to bank and completes related journal entries; and sends other garnishments to accounting for them to include with checks.
- Completes FC-1 - Retirement System Salary Certifications for those who are retiring.
- Processes voids in the system.
- Follows-up on unapproved leaves to both the employee and supervisor.
- Produces calendars for payroll processing.
- Notifies employees when time sheets are due; sends reminders for timesheet approvals to supervisor and certifications for ANP, FAC and SAL; and reminds ANP employees to submit their supplemental hourly reports.
- Processes off-cycle checks.
- Responds to personnel and Department emails.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree in a related area; three (3) years of related work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Payroll principles and practices;
- Applicable federal, state, and local laws, rules, and regulations;
- Customer service principles;
- Bookkeeping principles;
- Recordkeeping principles; and
- Computers and related software applications.

Skills in:

- Coordinating programs, services, and events;
- Performing mathematical calculations;
- Providing customer service;
- Organizing;
- Maintaining accurate records;
- Tracking multiple timelines;
- Using computers and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Maintain confidentiality;
- Interpret organizational policies and procedures;
- Prepare and review reports for accuracy; and
- Compile, analyze, and summarize information.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a relatively safe, secure, and stable work environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.