

# MORGAN STATE UNIVERSITY JOB SPECIFICATION



## **PAYROLL PROCESSING SUPERVISOR**

Class Code: N1020

FLSA Code: N/E (Non-Exempt)

Pay Range: 12

### **JOB SUMMARY**

Under general supervision, oversees the centralized processing of payroll and financial accounting system transactions within one or for several USM institutions. Supervises and trains subordinate personnel.

### **PRIMARY DUTIES**

1. Supervises the work of payroll data processing.
2. Reviews payroll documents for accuracy, completeness and conformity.
3. Streams all payroll related jobs for the update, exception, and post reporting cycles.
4. Maintains recordkeeping and filing systems pertinent to processing data base updates, gross pay and year-to-date totals.
5. Schedules and coordinates the workflow between payroll office, data entry, and system computer facility.
6. Compiles data for recurring, periodic and special reports regarding payroll matters.
7. Compiles data for the update, exception and post reporting cycles, facilitates A-21 effort, line item and payroll charges reporting.
8. Instructs institution personnel/payroll offices on payroll procedures and recommends alternative solutions when conflicts arise.
9. Maintains and updates retirement files, title code files, and deductions files.

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10. Provides instruction to institutional personnel/payroll staff regarding payroll policies and procedures; updates and maintains payroll manuals and recommends alternative.
11. Controls and accounts for institutions bi-weekly payroll batches through financial accounting system via the computer terminal.

**Note:**

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

**MINIMUM QUALIFICATIONS**

**EDUCATION:** High School Diploma or GED.

**EXPERIENCE:** Six years of payroll experience, two years of which must have been in a supervisory capacity.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Thorough knowledge of related federal and state tax laws; of complex and specialized payroll and data processing procedures used in processing the payroll and financial transactions; of on-line data processing and terminology; of federal and state tax laws; of state and University rules, regulations, forms and procedures affecting payroll processing; of procedures for payroll benefit deductions. Skill in the use of tax tables; in analyzing payroll problems and formulating correct solutions. Ability to train and supervise employees involved in payroll processing; to communicate effectively both orally and in writing; to act as liaison between programmers and payroll offices to ensure that problems or changes to the payroll system are handled correctly; to operate standard office machines and equipment.

**OTHER:**

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

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**CONDITIONS OF EMPLOYMENT**

Employees in this job class may be required to work overtime to meet required deadlines.