

JOB INFORMATION

Effective Date	3/2/2022
Job Code:	3343
Job Title:	Manager, Payroll
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Human Resources
Job Family:	Payroll
Job Summary	The Manager, Payroll functions in a Manager capacity concerning Payroll for all students, faculty and staff, which includes providing advanced coordination and assistance with payroll and benefits administration, management of leaves to include medical and family medical leaves, accurate payments to employees, and maintaining employee records. Assists in developing and maintaining strong internal controls and compliance metrics including audit assistance. Serves as the primary contact for payroll training. Works closely with the University H.R. liaisons to provide H.R. assistance in all Payroll-related matters.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Degree in Accounting, Business Administration or equivalent combination of education and experience.	Required	
Bachelor's Degree	Degree in Accounting or Business Administration.	Preferred	or
Master's Degree	Degree in Accounting or Business Administration.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum of five years of experience with automated payroll system, HR operations including employee records, benefits, FMLA, etc.	Required	
Considerable	Seven years of experience with automated payroll system, HR operations including employee records, benefits, FMLA, etc.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Must be service oriented with effective interpersonal skills.	Skilled
• Must have clear and concise oral and written communication skills in English.	Skilled
• Must work well under pressure, handle multiple tasks simultaneously, prioritize tasks effectively, and meet deadlines.	Skilled
• Must be detail oriented with a high degree of accuracy with the ability to maintain meticulous records documenting all actions affecting payroll or leave.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Processes Personnel Action Request forms (ePARs) in PeopleSoft database. Identifies late or corrected monthly PARs, biweekly payroll issues, Additional Pay forms, terminal vacation, and other items that need to be processed on the off-cycle payroll. Reviews trial/final off-cycle payroll reports. Prepares documents for filing.	20%
• Interprets, monitors, analyzes and reports payroll processing information and payroll accounting, providing assistance as needed. Reviews trial and final payroll reports for accuracy. Works with UHS to report and resolve operations-related issues. Responds to routine inquiries regarding payroll and leave policies, procedures and programs and improve and maintain knowledge base regarding compensation and leave laws, regulations, policies and procedures.	25%
• Maintains strong internal controls over Payroll in compliance and ensure accurate processes in relation to benefits applications and FMLA administration.	10%
• Develops and updates Payroll processes and procedures. Creates and updates written description of all for inclusion in desk reference manual and contact training manual.	5%
• Responsible for delivering high quality information to the campus community on a regular basis through in-person presentations, developing and conducting training sessions with H.R. Liaisons, attending department meetings, and sending professional written communications regarding policy and procedures, TRAM related functions, PeopleSoft actions, and running reports.	10%
• Maintains audit copies on all Payroll related documents in internal filing system. Maintains the filing system. Annually organizes the purging of the inactive employee files and delivery of information payroll archives. Schedules the shredding of archived reports and files based on retention guidelines.	5%
• Manages on-boarding and off-boarding process and ensure the timely processing of data. Determines eligibility of FICA exemption for visa holders and enters exemption in PS. Requests temporary social security numbers for visa holders without SS card. Tracks temporary number recipients until a SS card is presented and enters new number in PS.	20%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description