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# Example of Payroll Support Job Description

Our growing company is searching for experienced candidates for the position of payroll support. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for payroll support

* Provides bi-weekly payroll reconciliation reports to Time & Attendance Specialist/ Manager and Payroll Services Director
* Responsible to provide daily support to payroll opeartions team, researching and resolving systems defects and field inquiries
* Audit of payroll output
* Prepare monthly government remittances and balance source deductions paid directly by payroll service
* Transmit payroll to ADP accurately and timely manner
* Track completion of weekly review and payroll approvals by Team Leads (SOX requirement)
* Coordinate the training of new leadership associates in payroll process and guidelines
* Support the leadership team and hourly associates in the area of Payroll Policy Guidelines, Pay Discrepancies, and available or eligible benefit time
* Development of adhoc reporting out of the payroll system as needed
* Participate in any Payroll area process improvement initiatives

## Qualifications for payroll support

* Excellent computer skills and proficient in Excel, Word, Outlook, Access, Visio
* Maintenance of staff data
* Maintenance of the overtime system
* Completing reference requests requiring pay/salary information
* Updating sickness and holiday records
* Setting up New Employees on systems