



Example of HR Payroll Administrator Job Description

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Our company is growing rapidly and is looking to fill the role of HR payroll administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for HR payroll administrator

- Comply with the regulatory standards, policies, and procedures of payroll
- Assist employees and supervisors with SAP/CATS timekeeping training, payroll issues, and requests for payroll information on a regular basis
- Conduct routine audits of payroll / timekeeping records to ensure compliance with internal reporting procedures
- Training colleagues to cover payroll duties at Weybread during any absence of the role holder
- Collating documents for packs as required Appeals and Recruitment
- Be responsible for the input of data into computerised systems and the maintenance of accurate records of all client contacts and transactions working to 100% accuracy targets
- Verify data entered into computerised systems is accurate
- Scan/process and attach pre-selected information on to computerised systems
- Preparation of contractor agreements and managing set-up processes and termination processes involved with contractors
- Creation and maintenance of personnel folders for all Europe employees, retaining paper copies for those employees situated in France and Germany

Qualifications for HR payroll administrator

- Experience with ADP payroll systems preferred
- Ensure accurate payroll records by confirming demographic and HR changes

- Complete requests for pay-related documents
- Must be legally authorized to work in the United States – We participate in E Verify
- Full working proficiency in French and Dutch (both languages are required)
- Acceptance of repetitive tasks