



Example of HR Payroll Administrator Job Description

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Our growing company is looking for a HR payroll administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for HR payroll administrator

- Absences management, maternity, paternity, sickness, family leave, emergency leave and any other type of leave entitlements due to employees to be recorded on sickness trackers and payroll records on a weekly basis
- Prepare and update on a monthly basis generic HR metric such as sickness records, and turnover data
- Compile monthly European payroll data, for all locations and prepare the payroll notifications for HR BP's review
- Ensure starters, leavers and employee changes are recorded and updated on the HRIS system / Workday
- Support HR Business Partner and HR Director as required on HR projects, research, communications or reporting requirements
- Validate net pay using controls, simulations and exception reports
- Creating and editing supervisory organizations in the HRIS system
- When applicable, process off-cycle checks as requested by representatives of the business units
- Complying with all Internal Control Standard (ICS) requirements in terms of supporting documentation and accuracy
- Providing Call Management System (CMS) support to handle employee inquiries regarding personnel records, time input, and a variety of non-health and welfare pay deductions (union dues)

Qualifications for HR payroll administrator

- Full working proficiency in Italian

- Knowledge of payroll cycle and process
- Full working proficiency in Dutch
- Full working proficiency in Hungarian