



# Example of Payroll Admin Job Description

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Our company is growing rapidly and is looking to fill the role of payroll admin. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for payroll admin

- Act as a liaison for the HR tier 1 Operations center including partnering on call center training, helping develop documentation for the knowledge base, and accepting escalations
- Support international integrations to payroll vendors
- Train new HR/Payroll/Time Tracking system users as required
- Recommend, implement, and document internal processes and audit procedures to ensure data integrity of Workday HR/Payroll Systems Projects
- Sales support to customers, management staff, and all senior Account Executives
- Verify the accuracy of data entry and computations of withholding tax, retirement deductions, and overtime compensation
- Track, maintain and manage all employee vacation and sick leave hours
- Create and distribute bi-weekly reports for employee vacation and sick leave hours
- Process manual checks and relocation metric's request forms as needed
- Load import files received from Corporate

## Qualifications for payroll admin

- Self-starter who can identify tasks without direction
- Minimum 2 - 5 years of experience supporting Workday payroll applications
- Experience in requirements gathering, fit gap analysis, design, test case

- Respond to and reconcile general inquiries regarding payroll, and time/attendance
- Review and analyze reports for billed jobs for sales commission calculations