



Example of Payroll Project Job Description

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Our innovative and growing company is looking to fill the role of payroll project. 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 project

- Support Finance Payroll operations with continued development of training materials, problem solving techniques, and supporting to improve critical business metrics
- Represent Finance Payroll OEBA in local and global meetings/conference calls and with network-wide projects
- Perform basic analysis & research related to payroll processing, reconciliation and auditing
- Support audits and the review of amendments to payroll tax returns from W-2s and prior quarter/year corrections
- Review amendments to payroll tax returns resulting from W2 and prior quarter/year corrections – obtain approvals, review amendment report, monitor status, and coordinate required deposits
- Create and distribute ad hoc reporting using payroll vendor system for functional requests
- Manages Workday implementations through all life cycles stages
- Keep the system configuration in the area of HR PY and TM up to date as per business requirements and legislation
- Work with HRIS resource to automate union time tracking and absence
- Aligns team activities and efforts to overall achievement of project objectives

Qualifications for payroll project

- Able to generate process improvement ideas

- 3-7 years previous program/project management experience required including scope and requirements definition, problem solving and process improvements in current Internet-based technology environment
- Experience managing projects within Workday, PeopleSoft, Oracle, SAP or similar applications
- Must successfully pass Workday HCM and/or Financials Core and PM training classes and retain Workday certification