



Example of Payroll Project Job Description

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

- Getting input from the Benelux Payroll team in order to identify, analyse, define and write out the workflows and the Standard Operating Procedures that are used within the team
 - Actively participate in Project meetings with technical and/or Business personnel to assess and validate requirements, monitor and report progress, and effectively track and resolve project concerns
 - Generate project plans for the various initiatives and maintain status reports
 - Ensure the resource requirements for the various projects are properly estimated and made available as required
 - Lead high impact Lean Six Sigma projects (DMAIC, DFSS, Kaizen, FMEA)
 - Manage a portfolio of improvement projects Lean Six Sigma & BA related, including auditing of implemented projects to ensure that process improvements are sustained and benefits are realized
 - Work with stakeholders and product owners to understand the users' goals and objectives and identify success criteria
 - Lead efforts in analyzing, collecting, and prioritizing user requirements, and translate business requirements into technical design, processes and use cases
 - Partner with the development team on system design and gap analysis
 - Work with stakeholder requirements for scoping and understanding roadmap challenges
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- Large ERP experience (PeopleSoft, SAP, Oracle, Workday) required
- 8+ years' experience in project leadership and management including support of large or complex projects
- Experience in project launch/deployment
- Advanced report writing and Microsoft programs
- Strong knowledge of SAP Payroll and Time schemas
- Strong knowledge of SAP Time Evaluation, CATS and Quota configuration