



Example of Payroll Project Job Description

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Our growing company is looking for a 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

- Responsible for collecting data, preparing, and delivery of Global Payroll metrics
- Maintain Payroll website for updates, schedules, calendars Globally
- Manage global payroll requirements ie, headcount, calendars, legal entities, legal requirements, systems used, etc
- Work with all stakeholders to ensure implemented solution meets defined success criteria
- Communicate with Stakeholders, in a manner that enables them to have a common understanding of the product status, risks, and decision points of system or process changes
- Partner with the PMO team in assessing tools, approaches, processes, methodology and techniques to improve efficiency
- Operate against standard operating procedures (SOP) & processes to meet regulatory, compliance and internal requirements
- Review Tax Open Items log periodically with vendor
- Review Quarterly Tax Verification Reports, filing entity profiles, multi-jurisdiction reports, and submit updates to vendor as needed
- Review quarterly Wage and Tax Registers

Qualifications for payroll project

- Knowledge of SAP HCM including PA, OM, Benefits and Master Data
- Working knowledge of other SAP areas and modules

- Able to work and excel in a multi-tasked team environment
- Able to evaluate and communicate risk and escalate issues