



# Example of Payroll Project Job Description

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Our company is growing rapidly and is looking for a payroll project. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for payroll project

- Performs regular audits of employee data as it relates to payroll deductions, taxes, salary adjustments, profile/system access set-up
- Audit payroll reports for accuracy and process payroll adjustments as needed
- Acts as a back-up to Payroll Project Manager and other payroll team members as needed
- Payroll implementation support, including project management
- Payroll integration projects including time & attendance consolidation and
- Administer & coordinate payroll process standardization initiatives
- Responsible for maintaining compliance requirements for Payroll transactional processes
- Working with payroll supervisors to develop regional KPI measurement to monitor performance and group commitments to goals and objectives and measures results to improve transactional efficiencies
- Develop understanding applicable Payroll and related other systems in order to streamline processes and achieve deliverables
- Work with third party vendors on system set-up issues regarding time, accruals, payroll, projects

## Qualifications for payroll project

- Bachelors in Computer Science, Information Management, Information Technology
- 5 or more years working with SAP-HCM from a technical perspective

- Excellent in Microsoft (PowerPoint, Excel, Word)
- Sound expertise in service delivery models
- HR functional expertise is beneficial