



Example of Payroll Technician Job Description

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

Responsibilities for payroll technician

- Reviews and processes payroll exception reports when there are timesheet errors and correct and resolve discrepancies
- Processes new hires and transfer-ins in coordination with the payroll processes and checklist
- Processes terminations and transfer-outs in coordination with payroll processes and checklist
- Serves as an administrator and maintains enrollment of employee health insurance through the Public Employee Benefit Board (PEBB) website
- Assists with the coordination and tracking of individual use of employee Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), Affordable Care Act (ACA)
- Maintains critical payroll and benefit data in OSPS and PEBB database systems
- Works with Human Resources to counsel employees and/or family members regarding health, life and disability benefits
- You will prepare, enter and process all aspects of payroll for all payroll frequencies, including auditing, and reconciling for 2000+ employee base
- You will process all payroll changes including voluntary deductions, W-4 and state withholding certificates, direct deposit changes via upload file or manual data entry
- You will research and resolve out of balance conditions

Qualifications for payroll technician

- Understand requirement of engineers in terms of HW/SW, Silicons, measurement equipments, soldering, and proactively assist to enable smooth operation of their work
- You will balance and reconcile payroll registers to journal entries against GL
- You will generate manual checks as needed for terminations, payroll adjustments and special pays
- You will be responsible for reviewing union contracts and company policies to ensure compliance with pay and deduction related items
- Experience processing a minimum of 500 employee payroll per week
- Required to pass a Credit Check