



Example of Payroll Technician Job Description

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Our growing company is hiring for a payroll technician. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for payroll technician

- Liaison to central HR Service Center for entry of all student faculty, temporary and fellowship appointments into the payroll system
- Interface with HR Service Center to ensure that aforementioned hires and compensation are entered correctly
- Interface financial aid representative, professors, Associate Deans and students to ensure that the Law School employees in this group are hired into HRMS correctly, including that work-study awards are appropriately awarded
- Address and resolve student payroll inquiries and concerns as needed
- Reconciles and resolves student hourly funding issues with Professors
- Create journals and PETS as requested by the Budget Officer and as appropriate for student employees
- Interface with financial aid representatives, professors and students to ensure that the Law School makes the best use of available work study award budgets
- Create and send monthly financial reports to units as needed
- Assists all Payroll Processes within FM for a staff of approximately 500 employees
- Meet with all new employee types to gather necessary paperwork for employment such as the I-9 Employment Eligibility Verification and record data in Oracle

Qualifications for payroll technician

- Two (2) years' experience with spreadsheet programs

- Learn and adapt to new internal use software
- Ability to troubleshoot remotely -- with or without a remote viewing tool
- Since there will be direct contact with our most important asset, our own employees and customers, you must be personable, approachable and willing to help others
- Ability to translate computer talk into plain English for the end user