FIELD PAYROLL ANALYST

**Job Code:** 113304

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<tr>
<td>OT Eligible</td>
<td>No</td>
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<td>Comp Approval</td>
<td>12/4/2014</td>
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**JOB SUMMARY:**
Oversees the daily operation of assigned payroll sub-unit(s). Advises and assists management in the strategic administration and review of all payroll transactions and activities for single or multiple school(s), division(s), or department(s). Reviews and analyzes data to ensure appropriate application of policies, procedures and regulations. Conducts payroll forecasts to analyze budget variance, as requested. Consults with internal clients to ensure payroll transactions and activities are in compliance with university policies and procedures and trains users. Supervises at least two full-time employees or the equivalent.

**JOB ACCOUNTABILITIES:**

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<tr>
<th>% TIME</th>
<th>OVERSEES THE DAILY OPERATION OF ASSIGNED PAYROLL SUB-UNIT(S). ADVISES AND ASSISTS MANAGEMENT IN THE STRATEGIC ADMINISTRATION AND REVIEW OF ALL PAYROLL TRANSACTIONS AND ACTIVITIES FOR A SCHOOL, DIVISION OR DEPARTMENT. HAS RESPONSIBILITY FOR THE REVIEW AND ANALYSES OF DATA TO ENSURE APPROPRIATE APPLICATION OF POLICIES, PROCEDURES AND REGULATIONS.</th>
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<th>SUPERVISES AT LEAST TWO FULL-TIME EMPLOYEES OR THE EQUIVALENT. RECRUITS, SCREENS, HIRES AND TRAINS STAFF. EVALUATES EMPLOYEE PERFORMANCE AND PROVIDES GUIDANCE AND FEEDBACK TO ASSIGNED STAFF. COUNSELING, DISCIPLINES AND/OR TERMINATES EMPLOYEES AS REQUIRED.</th>
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<th>SCHEDULES, ASSIGN, AND PRIORITIZES WORKLOADS ON A DAILY BASIS. SETS APPROPRIATE GOALS AND DEADLINES. ENSURES TIMELY COMPLETION OF UNIT’S WORK. ASSIGNS AND MONITORS PROGRESS ON WORK ASSIGNMENTS AND SPECIAL PROJECTS.</th>
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<th>% TIME</th>
<th>OVERSEES THE REVIEW AND MAINTENANCE OF SINGLE OR MULTIPLE SCHOOL(S), DIVISION(S) OR DEPARTMENT(S) MONTHLY AND BIWEEKLY PAYROLL/ACCOUNTING TRANSACTIONS, ACTIVITIES AND RECORDS IN WORKDAY. CONSULTS WITH INTERNAL CLIENTS TO ENSURE PAYROLL TRANSACTIONS AND ACTIVITIES ARE IN COMPLIANCE WITH UNIVERSITY POLICIES AND PROCEDURES. MONITORS, REVIEWS, VERIFIES AND AUDITS MODERATE TO COMPLEX PAYROLL TRANSACTIONS FOR ACCURACY, COMPLETENESS, TIMELINESS AND INTEGRITY OF SUPPORTING DOCUMENTATION. FOLLOWS-UP TO ENSURE ALL PAYROLL TRANSACTIONS INCLUDING INCOMPLETE PAPERWORK OR INAPPROPRIATE REQUESTS ARE ADDRESSED IN ACCORDANCE WITH ESTABLISHED POLICIES AND PROCEDURES. ENSURES COMPLIANCE WITH FEDERAL, STATE, AND LOCAL REGULATIONS AND AGENCY RULES.</th>
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<th>HAS RESPONSIBILITY FOR THE RESEARCH, COMPILATION AND ANALYSES OF PAYROLL DATA. PRODUCES STANDARD AND AD-HOC REPORTS FOR MANAGEMENT. IDENTIFIES DEFICIENCIES AND COLLABORATES WITH MANAGEMENT ON RECOMMENDATIONS FOR CORRECTIVE ACTION TO STRENGTHEN CONTROLS, IMPROVE OPERATIONS AND REDUCE COSTS. APPRAISES AND TRACKS THE ADEQUACY OF SUBSEQUENT ACTION TAKEN TO IMPROVE DEFICIENT CONDITIONS. MAKES REVISIONS, AS REQUESTED.</th>
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<th>ASSISTS IN INTERPRETATION OF PAYROLL POLICIES AND PROCEDURES AND ADVISES FACULTY AND/OR STAFF ON PAYROLL-RELATED ISSUES.</th>
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Reviews, verifies, audits and analyzes monthly payroll reports such as validation reports, payroll projections, payroll results, etc. Ensures reconciliation of accounts after payroll runs. Ensures processing of payroll expense transfers to allocate funds correctly, as needed or requested. Reconciles and tracks biweekly timesheets. Determines calculations for payroll expense transfers and termination pay, as needed. Oversees submission of on demand check requests for late and additional payments due employees, as appropriate.

Serves as a second level contact in the research and resolution of moderate to complex payroll problems, as assigned. Oversees the reconciliation, investigation and troubleshooting of payroll related transactions to resolution. Interfases with department clients and the university Human Resources Administration, HR Shared Service Center and Payroll Offices to identify problems and assists department coordinators and supervisors in resolving processing issues. Conveys information to employees when appropriate.

Develops and conducts training classes, sessions and/or workshops for users, as needed. Provides technical expertise to faculty and/or staff in identifying and troubleshooting payroll issues. Answers questions and assists with unusual or moderate to complex payroll situations.

Has responsibility for preparation and processing of all payroll documents and reports for faculty and staff in terms of accuracy, completeness and timeliness.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  

- Yes  

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor’s degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 3 years

**Minimum Field of Expertise:**
Payroll experience in a position such as a technician, coordinator, analyst or supervisor. Skilled in payroll processing with knowledge of applicable federal, state, and local regulations. Demonstrated organizational, interpersonal and communication skills.

Preferred Experience:
5 years

Skills: Other:
Analysis
Assessment/evaluation
Coaching
Communication -- written and oral skills
Conflict resolution
Counseling
Customer service
Human resource process and employment knowledge
Interpersonal skills
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Research
Scheduling
Staff development
Supervisory skills
Teaching/training

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or resource workers.

Supervises: Nature of Work:
Administrative
Clerical/Secretarial
SIGNATURES:

Employee: ___________________________ Date: ___________________________
Supervisor: __________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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