



PAYROLL CLERK 2

Job Code: 406ABE
Bargaining Unit: 01
Effective Date: 10/2/2003

Description of Work

General Statement of Duties

Performs skilled clerical work in the School District's Payroll unit processing payroll records for designated employee groups and completing routine payroll related reports for all employees and performs related duties as required.

Supervision Received

Works under the general direction of a unit supervisor or section head.

Supervision Exercised:

None, but provides training and work direction to Payroll Clerk 1's.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Checks time slips and resolves problems with the recording of hours worked or leaves used as per bargaining unit contracts, Civil Service Rules and District policies.

Maintains database records of payroll registers and time records including sick leave, vacation, comp time usage and worker's comp.

Audits payroll register against employee time records and adjusts when necessary.

Enters override account codes when appropriate for employee time worked (i.e., supplemental pay, overtime, Community Education hourly payroll and related types of pay).

Processes payroll adjustments for salaries, back pay or leave.

Compiles information for a variety of payroll reports; prepares reports or refers to supervisors for completion as appropriate.

Reviews revised union contracts and implements changes relating to payroll administration (e.g., changes in severance pay, leaves and other related changes).

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Typical Duties Performed (continued)

Enters employee payroll related information (e.g., deductions for insurance, union dues, taxes and related information) on the payroll system and adjusts as required.

Calculates pay outs of unused vacation, comp time and sick pay for retirements, resignations, terminations, lay offs and leaves of absence for more than one year; adjusts pension deduction and wages accordingly.

Processes checks and miscellaneous payroll inserts through folding, stuffing and stamping machines; distributes employee payroll checks to numerous locations throughout the School District.

Provides training as assistance to Payroll Clerk 1's and other clerical staff in the payroll unit.

Provides information and assistance to employees and supervisors concerning paychecks, payroll forms (e.g., summer pay, 26 Pay Plan, direct deposit, W-4, W-2, tax shelters and US Savings Bonds), and other requirements relating to payroll administration.

Verifies and enters account and earnings codes and new pay methods for current employees performing additional duties.

Tracks PERA eligibility for temporary employees; activates the PERA deduction when guidelines indicate.

Processes Supplemental Pay forms including verifying pay rate, type and account code; enters into the computer for payment.

Provides oral and written employment verifications for a variety of purposes; provides past employment verifications.

Responds to calls and walk-in inquiries regarding vacation, sick leave, paychecks, time slips, comp time balances and other related questions; researches information or calculates balances as necessary.

Ensures that information and dates entered for employees are correct and complete (e.g., check location, work location and social security number) when necessary.

Processes stop payments and re-issues checks for employees who notify the Payroll unit that their payroll checks are lost or stolen.

Establishes vacation and sick leave for employees who qualify.

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Typical Duties Performed (continued)

Monitors changes in compensation data existing on the system as it relates to ensuring that the payroll is accurate; monitors status changes related to payroll processing (i.e., leave, pension and 403B deductions, direct deposit requests and related changes; troubleshoots related problems.)

Calculates and processes severance pay.

Provides on-site support for school/program payrolls.

Knowledge, Skills, and Abilities

Considerable knowledge of Civil Service rules and bargaining unit contract language relating to payroll administration and time records.

Working knowledge of modern office practices and procedures.

Working knowledge of a basic bookkeeping practices and procedures.

Considerable skill in the operation of office equipment, including a personal computer or computer terminal.

Considerable ability to interact effectively with other employees representing diverse cultural, ethnic and socioeconomic backgrounds.

Considerable ability to perform arithmetic computations.

Considerable ability to follow complex oral and written instructions.

Considerable ability to perform work that requires close attention to detail and to meet absolute deadlines.

Considerable ability to plan, coordinate and organize work.

Minimum Qualifications

High school graduation and five years of clerical experience at least two of which must have been as a Payroll Clerk 1 or equivalent.