

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following 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.*

**Title: PAYROLL SPECIALIST**

**Reports To:** Designated Supervisor

**UW Job Code:** 3083

**UW Job Family:** 41 – Secretarial/Clerical Support

**SOC Code:** 43-3051

**FLSA:** Non-exempt

**Pay Grade:** 18

**Date:** 12-2-05 (revised 8-13-21)

### **JOB PURPOSE:**

Under general supervision, provide front-line support for employees and departments regarding payroll questions and concerns. Approve and process workflow transactions for hourly non-benefited employees. Manage the payroll email account and payroll TD tickets. Assist with the biweekly and monthly payroll processing as needed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Act as front-line resource for employees with specific payroll questions regarding salary, deductions and taxes.
- Monitor and approve all hourly non-benefited HCM workflow transactions.
- Match and load corresponding costing information for hourly transactions.
- Manage the payroll email account, responding to questions or redirecting as needed.
- Manage payroll TD tickets, responding to questions or redirecting as needed.

### **SUPPLEMENTAL FUNCTIONS:**

- Assist departments and employees with timecard-related issues.
- Run queries, update balances and load payouts for compensatory time as needed.
- Assist with the processing of all payrolls as directed.
- Work on special projects as needed.

### **COMPETENCIES:**

- Integrity
- Work Prioritization & Management
- Initiative

- Collaboration
- Quality Orientation
- Analysis/Problem Identification

### **MINIMUM QUALIFICATIONS:**

Education: **Associate's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Customer service standards and procedures.
- Purposes, principles, terminology, and practices employed in payroll administration.
- Local and state law, procedures, and policies as they relate to the mission of the department.
- University of Wyoming payroll policies and procedures.
- Basic and routine computerized payroll software.
- Basic payroll aspect of employee benefits policies and procedures
- Principles and procedures of payroll record-keeping and filing.

Skills and Abilities to:

- Use computers and related software applications.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Organize resources and establish priorities.
- Generate reports and interpret data.
- Foster a cooperative work environment.
- Utilize automated payroll and/or human resources information systems.
- Identify, analyze, and resolve multifaceted timecard problems.
- Effectively manage time and schedules.
- Verify data input and correct errors.
- Maintain confidentiality of records and information.

### **WORKING CONDITIONS:**

No major sources of discomfort, standard office environment; regular exposure to video terminal displays.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act

(exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.