



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

Payroll Specialist Occupation

**BARGAINING UNIT:**

ACE

**Payroll Specialist**

**SERIES PURPOSE:** The purpose of the Payroll Specialist occupation is to provide technical assistance to ensure compliance with payroll policies, rules, regulations, and/or directives and review and process payroll for the University to ensure they are in balance.

**CLASS CONCEPT:** The class works under general supervision and requires considerable knowledge of payroll processing and accounting, payroll software programs, and legal terminology in order to process court orders; provides technical assistance to ensure compliance with payroll policies, rules, regulations, and/or directives. Incumbents utilize software to prepare and process payroll.

**JOB DUTIES:** Incumbents may perform some or all of these duties or other job-related duties as assigned.

Utilizes payroll software to prepare and process payroll including employee withholdings and deductions, employer provided benefits, University payroll charges, accrued leave, direct deposit reversals; validates, authorizes, and processes adjustments due to employee requested changes.

Provides technical assistance to ensure compliance with payroll policies, rules, regulations, and/or directives; reviews, verifies, and processes court ordered attachments; screens, authenticates, and validates incoming orders for state and federal garnishments, child/spousal support, bankruptcy and wage levies for conformity with state and federal statutes and to ensure proper person's wages are attached and for proper amounts and time periods; reviews and validates court orders, cancels active attachment orders and initiates reversal process; coordinates issuance of employee wages with courts; prepares garnishment correspondence and verifies set-up of attachment files; assists in monitoring legislation and court procedural changes regarding attachments.

Monitors errors and reconciliation reports, monitors fiscal records; ensures security of data files while payroll is processed; assists in updating employee earning system and fiscal records; unloads, updates, and reloads on-line payroll files; assists in creating data files for deposits and adjustments; prepares special reports as required; researches errors, makes corrections and recreates data as required; creates summary reports to capture errors and makes corrections for use in confirming payroll withholding taxes.

Reviews payrolls for accuracy and conformity with laws, union contracts, administrative code, policies and guidelines, reconciles with fiscal control records, acts as authorizing agent for manual check requests and reviews discrepancies and coordinates reversals; processes requests for garnishments, calculates attachable wages, and coordinates recovery of funds; maintains files; manages related fiscal controls.

**Other Functions and Responsibilities:** Assists with training new hires.

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: accounting; payroll processing; legal terminology and processing of court orders\*.

Skill in: use of personal computer; use of payroll software.

Ability to: deal with some abstract but mostly concrete variables; perform basic calculations; use proper research methods in gathering data; gather, collate, and classify information about data, people, or things; handle sensitive inquiries and resolve complaints from employees; maintain a positive and supportive relationship with coworkers and University personnel; contribute to a team environment.

(\*) Developed after employment.

**Minimum Qualifications:** At least a high school diploma or GED; one or more years of experience in accounting and/or payroll processing.

**Preferred Qualifications:** Bachelor's degree; experience using payroll software/systems to process payroll; excellent customer service and communication skills.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**SEDENTARY:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally, and all other Sedentary criteria are met.

**UNUSUAL WORKING CONDITIONS:** Not applicable