

The University of Akron
Classification Specification

Job Title:	Payroll Specialist	Job Code:	80202
Job Function:	Staff	Grade:	117
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	2/5/14

Job Summary:

Prepare various aspects of the payroll process; request and distribute checks for payroll deductions; calculate various taxes and prepares necessary reports.

Essential Functions:

50% Create and print paysheets, calculates pay, and run payroll registers. Validate time cards and load time card information to paysheets. Print paychecks and non-negotiable statements for employees. Confirm pay and run accruals for sick-time, vacation, and comp time. Run various reports from PeopleSoft related to the pay process.

20% Maintain information related to Non-Resident Alien Taxation. Assist Non-Resident Aliens with the completion of necessary paperwork. Use spreadsheet software to track treaty employees.

10% Calculate Federal, State, and other taxes for each pay. Complete Federal and State tax deposit sheets and distributes them to necessary departments. Compile monthly report for school district taxes withheld from employees pay. Request school district tax check and mails it to the state.

10% Create files for direct deposit of pay checks and forwards information to banks as necessary. Prepare Ohio new hire report and makes any necessary changes before forwarding to the state. Run monthly payroll reports from PeopleSoft and distributes them to the proper departments.

10% Prepare documentation for employees regarding overpayments. Assist employees requesting duplicates of payroll statements and W-2's.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in a payroll environment performing general accounting practices and entering of financial records into a database system. Strong communication skills and the ability to work with the campus community, departments and vendors required. Strong organizational, problem-solving and time management skills required. Ability to use calculators, adding machines and computer software packages for generating reports required. Knowledge of IRS regulations and codes, and treaties with the United States preferred.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.