



PAYROLL TECHNICIAN II

SALARY GRADE: [C1-46](#)

DEFINITION:

Under the direction of an assigned supervisor, perform technical duties in the preparation and processing of payroll for an assigned employee groups; prepare and maintain a variety of records and reports as assigned.

DISTINGUISHING CHARACTERISTICS:

The Payroll Technician II processes payroll for an assigned employee group. The Senior Payroll Technician serves in a lead capacity and performs the overall balancing of payroll accounts from several employee groups.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Prepare, monitor and generate payroll for assigned employee groups including classified, temporary and student employees.
2. Review and process online time exception reports and web timesheets submitted for accuracy; analyze system error reports, query system data for exceptions, enter and audit necessary corrections or overrides during payroll run as required.
3. Update deduction setup, extract historical records, analyze reports, troubleshoot errors, collaborate with Ellucian California Solution Center for system criteria based on CalPERS reporting regulatory requirements and direct report CalPERS member deductions and benefits and service buy-backs to the CalPERS retirement system monthly.
4. Extract pay history from legacy system and current system for service credit inquires and requests from employee and CalPERS.
5. Update and audit entries on District-wide employee records for state tax and voluntary miscellaneous deductions.
6. Analyze deductions clearing accounts and prepare journal entries to correct errors as needed.
7. Administer 403(b) and or 457 tax shelter authorizations for payroll deductions and route requests for loan and withdraws for appropriate approval; Coordinate with vendors for annual benefit fair participation.
8. Administer levies, advances, Worker's Compensation temporary total disability voucher, garnishments and other adjustments as needed; Prepare pre-approval breakdown of sick leave and worker's compensation leave for Benefits Unit's approval.
9. Process special check request for supplemental pay or adjustments; replace lost or stale dated warrants; Enter deduction overrides as needed.
10. Prepare, balance and maintain various reports and records; prepare the balanced payroll report and submit to appropriate Senior staff for review and approval; Prepare fiscal year-end accrual journal entries and submit to Senior staff for remittance.
11. Prepare direct pay requests for all out-of-state tax agencies and voluntary deductions monthly; reconcile deductions applicable clearing accounts monthly; Prepare journal entries for suspense line items.

12. Respond to inquiries regarding payroll; interpret and explain laws, ordinances, regulations, policies and procedures; maintain current knowledge of federal, State and District policies, rules and codes related to payroll functions; provide support to employee on self-service portal as requested.
13. Scan, index and upload pay documents to employee's folders.
14. Update payroll website as needed.
15. Communicate with District personnel to coordinate activities, resolve issues and conflicts and exchange information; communicate with outside organizations including the IRS and Franchise Tax Board as needed; respond to earning verification requests; assist with audits as needed.
16. Prepare monthly supplemental pay event recap for Payroll Technician, Senior.
17. Operate a computer, calculator and related office equipment.
18. Attend meetings as assigned.
19. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Preparation, maintenance, verification and processing of payroll records.
2. Payroll policies and procedures.
3. Practices of financial and statistical record keeping,
4. General laws, rules and policies affecting retirement systems, payroll records and programs.
5. District collective bargaining agreements' specifics related to Payroll and Benefits issues.
6. Applicable laws, rules and regulations related to assigned employee groups.
7. Financial record-keeping techniques and Accounting principals.
8. Operate a computer and assigned software.
9. Ellucian or other large side HRIS computer system.
10. Microsoft Office and database query tools.
11. Modern office practices, procedures and operation of office equipment.
12. Oral and written communication skills.
13. Logical problem solving skills with follow through and strong attention to detail.
14. Maintain confidential records/files and prepare reports.
15. Technical aspects of field of specialty.
16. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform technical duties in the preparation and processing of payroll for assigned employee groups.
3. Explain Gross to Net and or payroll-related information to employees clearly and accurately.
4. Maintain records and prepare reports.
5. Add, subtract, multiply and divide quickly and accurately.
6. Operate a computer and related office equipment.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and time lines.
10. Plan and organize work.
11. Establish and maintain cooperative and effective working relationships with others.

Education and Experience

Any combination equivalent to:

1. Associate's degree in accounting, finance or related.
2. Three (3) years increasingly responsible financial record-keeping experience.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 20 lbs.

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