



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Associate I, Payroll</i>	Last Revised/Approved: <i>03/07/2018</i>
Job Code:	Reports To: <i>Supervisor, Payroll</i>
Office: <i>Office of Finance</i>	Department: <i>Payroll</i>

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: <i>Non-exempt</i>	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Assists in daily MPS payroll operations and in the administration off-cycle payroll processing. Facilitates Payroll and Time & Labor and Absence Management training. Processes workers' compensation and injury conversions. Serves as the districts back up to the Payroll Coordinator to be able to facilitate bi-weekly payroll operations.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Administers off-cycle payroll processing, including correction of system generated errors in wages, taxes and deductions and coordinating with Benefits, Talent Management and Pension to ensure correct rates of pay, deductions and board paid benefits.
- Facilitates employee training for HRMS Payroll and Time & Labor and Absence Management through UPK or other methods as required proper training of payroll end users.
- Understands proper taxation of employer paid benefits and responds to employee and supervisor questions on complex and/or disputed payment situations involving such things as tax withholdings sick leave eligibility, year-to-date earnings, pension and extra payments.
- Calculates and facilitates corrections on earnings and absence changes for workers' compensation and injury pay.
- Maintains payroll related records. Responds to inquiries regarding MPS payroll policies and procedures.
- Calculates hours worked from time documents, production reports and other written sources.
- Inputs data into computerized payroll system and process general adjustments to pay.
- Responds to Internal and external audit requests.

- Enforces payroll policies and performs payroll related audits and other related duties as assigned by the Payroll Manager.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- A bachelor's degree in business, accounting, finance or related field OR an associates in accounting with work experience.

Experience Requirements:

- Two or more years of experience in a payroll environment.

Knowledge, Skills and Abilities:

- Great customer service skills are required.
- Excellent analytical and written communication skills are necessary.
- Demonstrated appreciation for people with diverse backgrounds, perspectives and identities and commitment to treat all colleagues and employees with dignity and respect.
- Excellent teamwork skills are essential.
- Must have excellent planning and organizational skills.
- A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website is required.
- Must be able to juggle numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare comprehensive reports is required.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under

the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.