

BOARD OF SCHOOL DIRECTORS

Milwaukee, Wisconsin

Position Description

TITLE: Payroll Associate I

REPORTS TO: Payroll Manager

BASIC FUNCTION: Assist in daily MPS payroll operations and in the administration off-cycle payroll processing. Facilitate Payroll and Time & Labor and Absence Management training. Process worker comp/injury conversions. Serve as the districts back up to the Payroll Coordinator to be able to facilitate bi-weekly payroll operations.

MAJOR DUTIES AND RESPONSIBILITIES

1. Administer off-cycle payroll processing, including correction of system generated errors in wages, taxes and deductions and coordinating with Benefits, HR & Pension to ensure correct rates of pay, deductions and board paid benefits.
2. Facilitate employee training for HRMS Payroll and Time & Labor and Absence Management through UPK or other methods as required proper training of payroll end users.
3. Understand proper taxation of employer paid benefits and answer 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.
4. Calculate and facilitate corrections on earnings and absence changes for workers comp/injury.
5. Maintain payroll related records. Respond to inquiries regarding MPS payroll policies and procedures.
6. Calculate hours worked from time documents, production reports and other written sources.
7. Input data into computerized payroll system and process general adjustments to pay.
8. Respond to Internal and external audit requests.
9. Enforce payroll policies and perform payroll related audits and other related duties as assigned by the Payroll Manager.