

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Payroll Clerk Sr	<b>Job Code:</b>	80201
<b>Job Function:</b>	Staff	<b>Grade:</b>	117
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	2000 Finance / Accounting Division	<b>Date:</b>	2/5/14

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**Job Summary:**

Maintain payroll information for faculty, staff, graduate and student assistants for the University under general supervision. Perform all functions necessary to update and correctly maintain the payroll data file and time record files for each employee to ensure a payroll check on a designated pay date and accurate reports for each department.

**Essential Functions:**

60% Review and process personnel action forms, student employment forms, W-4 cards, bank forms and benefit forms. Enter miscellaneous data in the payroll system including retirements, tax exemptions, voluntary deductions and garnishments. Review and maintain paysheets. Calculate retro pays and overrides to ensure correct information generates on the payroll register.

20% Review calculated payroll registers to check overridden amounts, computations and the need for further adjustments. Compare employees on current payroll register to previous register.

15% Respond to employee questions regarding their pay via phone and at Payroll Window. Assist employees with EmpCenter questions or issues. Review exceptions in EmpCenter and contact employees and managers to resolve. Process timecards. Process agency requests for verification of employment. Calculate over payments, sick leave buybacks, leave accrual payoffs, tax levies, garnishments and complete necessary paperwork.

5% Execute other duties associated with the payroll function such as opening and closing office on a rotating basis, filing all forms and reviewing daily audits. Process account code changes.

**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 customer service skills and the ability to work with the campus community, departments and vendors required. Ability to use calculators, adding machines and computer software packages for generating reports required. Strong organizational, problem-solving and time management skills required. Knowledge of IRS regulations and codes and treaties with the United States preferred. Strong computer skills including word processing, spreadsheet and computer software 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:**

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

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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.