



Job Title: Payroll Specialist (Student Nutrition Services)

Exemption Status: Nonexempt

Reports to: Supervisor

Date Revised: October 2025

Dept./School: Student Nutrition Services

Pay Grade: P17

Primary Purpose:

Compile payroll for the department, including related reports and payments. Work under moderate supervision to ensure accurate and timely preparation of payroll records according to procedures and regulations

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Certified Educational Organization Professional (CEOP) certification preferred
- Bilingual Spanish-speaking preferred

Special Knowledge/Skills:

- Ability to positively interact with all levels of campus and central office employees
- Strong organizational skills
- Knowledge of leave programs and applicable procedures
- Knowledge of workers' compensation requirements and procedures
- Ability to handle confidential information

Experience:

- Minimum three (3) years of advanced secretarial role experience
- Knowledge of Kronos Workforce, Oracle, Outlook, and the Microsoft Office suite of products

Major Responsibilities and Duties:

1. Enter absences/missed punches as necessary and make changes to employee records within the Kronos workforce database for all biweekly employees.
2. Approve payroll for both biweekly and monthly employees, including checking the SCA base pay forecast to make sure hours are correct to be paid.
3. Assist employees with email issues, including password resets.
4. Assist in maintaining all personnel files for the department, including setting up new hires, filing absence reports and any medical reports, along with any other personal documentation, purging said files when necessary.
5. Assist with scheduling applicants for interviews, processing, and setting up for the orientation of new employees.
6. Assist with employee verifications and complete forms and letters when necessary.
7. Assist in handling questions from employees about their payroll checks.
8. Assist with questions regarding benefits.
9. Assist with the extended leave process, meeting with employees to go over leave packets as necessary, and sending reports to Human Resources, Benefits, and Payroll departments according to regulations.
10. Maintain uniform inventory and provide updated reports to the supervisor when necessary for ordering.
11. Assist with Workers' Comp claims, including entering and scanning documents for Risk Management, as well as typing up modified duty statements.
12. Assist with the translation of documents.
13. Assist SNS employees who visit the office with questions or concerns.



Other

14. Answer phones as necessary for the front desk.
15. Perform other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard high-volume copier/scanner, multi-line phone system, computer

Posture: Frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Prolonged data entry; grasping/squeezing to sort for filing

Lifting: Occasional moderate lifting (15-30 pounds)

Environment: Work in a high-volume, fast-paced office environment; frequent multi-tasking

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____