



UNIVERSITY *of* ALASKA

Many Traditions One Alaska

Position Job Duties

Req# 536314_ Payroll Manager

50% HR Payroll Management.

Serve as key contact for HR systems development, enhancement, implementation in the area of Payroll. Draft system-wide procedures, reports, and forms that incorporate department needs for review and implementation. Provide technical expertise and assistance regarding impact in interrelationship of data entered in Banner. Establish procedures and enforce deadlines for maintaining compliance and proper data entry into the HR Payroll System. Review payroll actions to ensure the adherence to policies, regulation, procedures, and consistency throughout the university system.

Train, monitor, and supervise the work of the team of Payroll Technicians.

Evaluate results and identify data and processing errors, problems, and noncompliance with current procedures. Conduct a root-cause analysis and research potential solutions. Identify departments that need assistance with accuracy and compliance with UA policies.

Coordinate with other departments to ensure that processes are achieving goals of compliance and efficiency.

Other duties as assigned.

20% Process Improvement.

Lead large, moderately complex projects. Identify stakeholders, impact, resource requirements, and timeline. Work with stakeholders on communication and implementation plans. Lead large scope projects using project management tools. Monitor tasks and coordinate completion with HRIS, EAS, and other functional areas as needed.

20% Reporting.

The [University of Alaska \(www.alaska.edu\)](http://www.alaska.edu) is an Equal Opportunity/Equal Access Employer and Educational Institution. The University is committed to a [policy of non-discrimination \(www.alaska.edu/nondiscrimination\)](http://www.alaska.edu/nondiscrimination) against individuals on the basis of any legally protected status.



UNIVERSITY *of* ALASKA

Many Traditions One Alaska

Position Job Duties

Develop and prepare special reports and analysis, conduct necessary research, analyze and summarize information and trends. Actively participate in task forces to research methods to best meet and respond to the reporting needs for departments, UA HR, the university, and regulatory agencies.

Develop criteria for creation or modification of payroll error reports. Implement the frequency and standards of payroll error report resolution. Perform routine audits of system reports to identify and correct inconsistencies in data entry of pay items and deductions.

10% Training & Communication.

Assist HR Customer Service in establishing a training program and conduct training to ensure administrative and fiscal managers understand technical aspects of the university payroll processes. Training must also provide basic understanding of HR legal compliance issues that are handled by the HR Coordinators, such as document retention, privacy, pay components of collective bargaining agreements, taxable fringe benefits, etc. The training program will cover technical aspects of earnings code use, time sheet submission, verification of department payroll transactions, querying and/or creating reports in Banner, etc.

Contribute to the HR Round Table events and mentor HR Coordinators.

Contribute to the UA HR system for communicating updates, processes, rules, and reference materials. Develop relationships with departments and foster a teamwork environment. Resolve escalated customer complaints. Develop and participate in network of cross-functional peers in order to resolve more complex customer needs.