

POSITION DESCRIPTION		AGENCY/DEPT ID DAS102100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005415	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Payroll/Benefits Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005412 Human Capital Management Administrator 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 14 Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.				
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
55	Serves as agency Payroll Administration Manager for over 850 employees in Department of Administrative Services (DAS) utilizing the Ohio Administrative Knowledge System (OAKS) ran on PeopleSoft application: formulates & implements policies & procedures; works closely with divisional human resources/payroll liaisons & Human Resources Division's Payroll Administration staff to coordinate processing of bi-weekly payroll according to current federal & state laws, rules & regulations; reviews employees' time reports & verifies managerial review & approval; oversees auditing of timesheet codes for error identification; reviews Personnel Actions (PAs) for pay period; ensures PAs (e.g., reclassifications, grievance settlements, temporary work level appointments, renewal & termination, transfers within & to other agency, promotions & demotions) are reflected on system accurately (e.g., compares OAKS screen to PAs, makes corrections, performs re-sequencing, performs retro service adjustments, scans no-pays, makes adjustments); calculates benefit amounts (e.g., compiles childbirth leave, calculates disability leave payments); oversees calculations &/or calculates vacation, sick, personal leave, use of donated leave & workers' compensation adjustments; verifies no-time time reports; ensures accuracy of payroll screens in computerized payroll system (e.g., verifies sequencing, checks for correct funding assignment, leave balances & charges); ensures program criteria is met before paychecks are processed & released & verifies check run; oversees distribution of checks &/or pay stubs; manages fiscal aspects of payroll administration for department (e.g., prepares correction information for W-2s, initiates paperwork to correct errors on checks, orders stop payments); cancels checks, requests special checks, calculates buy backs; recovers overpaid funds; maintains documentation for audit trail; advises employees of requirements for prior service credit (e.g., use of leave balances, time frames for using credit) & determines eligibility; calculates any necessary adjustments; requests PA to credit employee for prior service & verifies completion of process; supervises subordinate payroll staff who process insurance (e.g., health, dental, life, conversion at termination, corrections & adjustments).		Knowledge of (1) managing large (i.e., over 800 employees) payroll; (2) state, federal, local laws & regulations & collective bargaining agreements relating to payroll & benefits; (3) policies & procedures for benefits/payroll preparation & administration; (4) public relations; (5) computerized payroll system; (6) Human Resources Division Payroll Administration policies & procedures*; (7) supervision practices; (8) PeopleSoft application (e.g., OAKS). Skill in (9) operation of a personal computer & associated hardware/ software (e.g., OAKS*, MS Office); (10) using intermediate math to calculate figures; (11) proofreading & recognizing errors; (12) organizing & prioritizing work assignments. Ability to (13) complete minutely detailed procedures; (14) advise employees on a number of subjects related to payroll administration (e.g., disability leave & retirement, retirement options & forms, completing time reports; (15) completing all paperwork required for payroll/benefits); (16) accurately interpret laws & regulations; (17) use appropriate research methods; (18) utilize logical thought processes; (19) communicate effectively in writing & verbally. *Developed after employment.	
JOB CODE TITLE Human Capital Management Manager	List Position Numbers & Job Titles of Positions Directly Supervised: 20005424 HCM Analyst 20005413 HCM Analyst		SIGNATURE OF AGENCY REPRESENTATIVE 	
JOB CODE 64616			DATE 8-9-11	

