100-000U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
HCM Payroll Time & Labor

POSITION NUMBER
20005872 (23314.0)

JOB CODE TITLE
State Payroll Specialist 1

JOB CODE
16521

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
State Payroll Specialist - Garnishment

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005863 (23312.0) Management Analyst Supervisor 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	As a member of the Payroll Garnishment team responsible for processing court ordered attachments for all state agencies; reviews new attachment orders (e.g., screens all incoming orders for state & federal garnishments, support, bankruptcy, & wage levies) authenticates court orders for conformity with federal & state statutes utilizing Ohio Administrative Knowledge System (OAKS), running on PeopleSoft, Enterprise Resource Planning (ERP), Human Capital Management (HCM) modules: acts as liaison to OAKS for Human Resources Division (HRD) HCM Payroll Time & Labor; provides functional advice & guidance in coordinating & maintaining the OAKS HCM/Payroll System (e.g., Payroll, Garnishments) in processing garnishments from assigned agencies, institutions, boards & commissions; monitors, reviews, & assists agencies in processing employee wages, deductions, taxes & attachments; ensures accuracy & conformity with laws, administrative code, union contracts, policies, rules, & guidelines; coordinates with agencies to resolve any problems or questions concerning payrolls; coordinates interface of attachment system to payroll systems to ensure that court mandated requirements are met; verifies actual attachment amounts; splits lump sum payments; monitors payroll for employees with support orders who receive special wages (e.g., large payoffs, disability back pay): creates separate payroll records & splits special wages as court ordered lump sums; notifies courts; processes lump sums as ordered by courts; resolves payroll errors & exceptions; responds to payroll emergencies which may require standby, overtime or call back; may be required to carry cell phone; may be required to operate motor vehicle for travel to other locations within the state to resolve payroll issues.	Knowledge of: (1) human relations; (2) office practices & procedures in maintaining payroll documentation files; (3) federal payroll regulations; (4) Ohio & local payroll regulations; (5) state payroll policies & procedures*; (6) accounting practices related to payroll; Skill in (7) processing payroll using PeopleSoft HCM functions; (8) operation of personal computer & related software (e.g., MS Word, Excel including writing formulas, Access) & accounting applications; (9) use of web-based applications (e.g., HCM, FIN, ISQL, PS Query, &/or Cognos); Ability to: (10) deal with a variety of variables impacting development of OAKS PeopleSoft Human Capital Management/Payroll functions & determining specific action to be taken; (11) calculate fractions, decimals, & percentages; (12) handle sensitive inquiries & resolve complaints from internal & external customers; (13) maintain accurate records; (14) sort items into categories according to established methods; (15) define problems, establish facts & draw valid conclusions; (16) interpret legal documents; (17) complete assignments accurately & within strict time constraints; (18) respond to payroll emergencies 24X7; (19) carry cell phone; (20) obtain & maintain valid Ohio driver's license. * developed after employment

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jacqueline Masters

DATE: 4/20/05

APD 11-12-08

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Serves as HRD contact for agency personnel who have employees that have been paid incorrectly: generates & coordinates issuance of off-cycle checks; responds to questions about processing requests; coordinates recovery of direct deposits; submits Reversals to Auditor of State upon agency request; monitors returns initiated by receiving bank; maintains supporting documentation; reverses incorrect payroll warrants; re-issues payroll warrants & advices; issues refunds; ensures proper calculation of attachments & deductions; researches & identifies system inefficiencies &/or defects; initiates System Investigation Request (SIRS) &/or Change Request (CR) documentation as needed; escalates issues with management for resolution.	Knowledge of : 1, 2, 3, 4, 5* 6, (21) bookkeeping; (22) CRM tool. Skill in: 7, 8, 9. Ability to: 10, 11, 12, 13, 15, 16, 17, 18, 19, 20.
10	Provides payroll support as assigned: monitors batch schedules & jobs used in processing payrolls, deductions, & earnings records; test simple to moderate modifications to OAKS to accommodate payroll upgrades, changes in payroll/garnishment procedures & newly mandated payroll/garnishment requirements; provides input for programming change requests; ensures creation of payroll deduction deposit data, error, reconciliation & payment reports, & data files; ensures preparation of special reports (e.g., quarterly employment reports, annual retirement reports, quarterly workers compensation reports, ad hoc reporting as needed); creates data files & reports for bond reporting to state agencies & U.S. Department of Treasury; maintains proficiency in payroll applications used to support payroll processing by attending mandatory & elective training courses &/or seminars; represents agency in developing &/or making presentations at conferences/meetings.	Knowledge of: 5*, (23) online processing & report creation; (25) training techniques. Skill in: 7, 8, 9. Ability to: 12, 14, 18, 19, 20.
5	Provides training support for agency personnel: maintains close contact with assigned agencies to ensure proper level of training & knowledge of PeopleSoft HCM; meets with agency payroll staff to assist with their training needs; assists state payroll system training team with module courses, seminars, & workshops; Works as essential employee.	Knowledge of: 1, 3, 4, 5* 25. Skill in: 7, 8, 9. Ability to: 10, 12, 13, 18. <u>Position Specific Minimum Qualifications</u> 12 mos. exp. or 12 mos. trg. processing payroll using PeopleSoft HCM functions. * developed after employment

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 4 Nov 08

AD 11-12-08