100-200U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
HCM- Payroll Time & Labor

POSITION NUMBER
20005877 (23342.0)

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
St Payroll Spec 1 - Payroll Time & Labor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISON
20005857(23352.0) 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	Assists in managing computer programs, & computer data used in processing payroll, deductions, W-2 forms, garnishments, time & labor exceptions, reports & other payroll sub-systems: member of Human Capital Management (HCM) Payroll Support Team in Payroll Support Unit with responsibility for utilizing Ohio Administrative Knowledge System (OAKS), running on PeopleSoft, Enterprise Resource Planning (ERP), HCM module: acts as liaison to OAKS for Human Resources Division (HRD) HCM Support Unit; provides functional advice & guidance in coordinating & maintaining the OAKS HCM/Payroll System (e.g., Payroll, Garnishments & Time & Labor,) in processing payrolls 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; resolves payroll errors & exceptions; finalizes agency payrolls; 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 and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Tonie Rose

DATE: 11-10-08

HR 11-26-08

100-200U

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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 Office of Budget & Management 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. 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) training techniques. 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 and Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jonie Rose	11-10-08

APD 11-26-08