

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Payroll Specialist**

**I. JOB INFORMATION**

**Job Title:** Payroll Specialist (CS 16)

**Job Class:** 12132

**FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general direction processes the university payroll. Enters and monitors a variety of changes to ensure accuracy of payroll information. Ensures compliance with all policies, rules, regulations. Identifies issues and exercises independent judgment in resolving payroll problems.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Enters payroll changes, balances pay types, prepares remittance for withholdings, processes and reconciles regular and supplemental payrolls, and resolves pay discrepancies.
- Processes bi-weekly, bi-monthly and/or monthly payrolls, processes contracts. Enters employee data into the HRIS.
- Routinely reviews personnel action forms, calculates back pay and retirement payoffs. Coordinates payroll activities with HR processes.
- Reviews, audits, and balances time cards and related payroll reports. Contacts departments in reference to correction of timecards.
- Executes and reviews preliminary payroll reports. Provides proper withholding and reporting as required by law.
- Responds to employee requests for information (e.g. orders duplicate W2's, fills out records for the Dept. of Human Services, Child Support, PERS, e.g.).
- Answers inquiries from federal, state and local agencies and from individuals concerning payroll data; resolves general problems of payroll processing
- Establishes and maintains special files as required.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or GED and four years (FT) of related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree in a related field and one year (FT) of related work experience. Excellent verbal/communication skills. Thorough knowledge of budget management. Ability to calculate whole numbers,

decimals, fractions, percentages, simple and compound interest. Considerable knowledge and skills to utilize current office equipment and a variety of complex software packages.

**V. WORKING CONDITIONS**

Typical office environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

Fundamental Payroll Certification

**VIII. JOB SERIES**

12130

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*