

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2016**

**PAYROLL SUPERVISOR**

**FLSA STATUS: EXEMPT - PAY GRADE – 18-P**

**JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Payroll Supervisor provides HCM payroll technical support and leads the processing of the college payrolls.

Employees in this category provide technical and administrative support necessary to process payroll for employees throughout the college including processing pay and withholding, balancing payroll related reports and maintaining accurate records. This position is responsible for ensuring data integrity and proper internal accounting controls. Incumbents are assigned complex work involving independent planning, coordinating and completing assignments under strict timelines subject to supervisory direction and review.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Acts as a liaison between the Payroll Department and Information Technology Department to ensure payroll staff understanding and implementation of payroll system requirements and revisions.

Works closely with payroll staff in identifying the need for system revisions, formulating system requests and recommendations, and analyzing post-implementation results of system changes.

Ensures documentation of system functions and capabilities and facilitates the training of payroll staff in the use of the payroll/HCM system. Work to cross-train payroll staff on payroll processing functions.

Position will coordinate the testing of HCM technical and tax updates with other payroll and human resource staff members. Position responsible to stay current with IRS rules affecting payroll and to implement changes to keep the College compliant with them. IRS regulations that the position would regularly handle would include but not be limited to moving expenses, housing, cell phone, travel (including class C travel), automobile allowances, and presidential contract requirements.

Ensure that payroll calculations utilize the most current tax and salary tables, social security, Medicare and retirement rates

Position will perform, manage and coordinate payroll system audits as directed to insure that functional expectations are met by technical solutions. Will work to validate data for payrolls for the most accurate pay to employees.

Ensures valid interface integration between PeopleSoft modules and performs modifications as necessary.

Create retirement report (FC-1) for all retirees from the college and coordinates with the division of retirement on data pertaining to college employment and separation.

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Assists with the data input and validation for HCM Commitment Accounting/HCM department budget table and works closely with budget staff.

Position may supervise and manage payroll processing staff.

Position will coordinate the Time and Labor Administration within HCM to include loading Absence Management for accurate and complete payroll processing.

Responsible to maintain HCM settings for payroll administration. This will include the maintenance of Time & Labor Dynamic Groups within Payroll HCM, all payroll tables (including master payroll calendar) and calendars in addition to processing controls. Responsible to recommend monthly processing schedules to the Payroll Director.

Design, generate, and analyze queries and reports to accomplish payroll department objectives. For complex reports, position will work with IT resources to provide specifications for functional reports to support payroll.

Communicate payroll policies and procedures to college staff upon request. Position will coordinate research and respond to inquiries for clarification of payroll processing issues.

Coordinates staff and assists in processing and managing of the production of payrolls for all pay groups to include balance and reconciliation of payrolls; manage the calculating of manual payroll checks, overtime, shift pay, new hires and terminated employee pay, employee awards, incentive pay, one-time payments, issuance of off-cycle checks and all other payroll processing needs.

Coordinate the planning, implementation and administration of programs to develop, adjust and/or enhance the payroll system and procedures as required

Coordinate staff to achieve fiscal/calendar year-end reporting in a timely and accurate manner to include AFR reporting, unemployment reporting as well as IRS reporting including 941, W-2 and W-3.

Position may be responsible for coordinating staff to achieve accurate and timely processing of payroll deductions and subsequent disbursements to providers. This will include ensuring the submission of the monthly demographic files to TSA Consulting or other 3<sup>rd</sup> party administrators.

Confer with auditors to provide information related to payroll. Produce and submit quarterly auditor's fiscal year-end report.

Coordinate staff to assist in the processing of Senior Management Benefit Days.

Perform validation and entry of 3<sup>rd</sup> party sick pay for year-end reporting.

Coordinate the completion of correspondence, agency forms and reports, related to the payroll function, audits payroll and internal accounts.

Assist and make recommendations to the appropriate Payroll administrator(s) to make modifications to payroll processes and procedures so that accuracy, timeliness, efficiency, and effectiveness of the payroll process is increased.

Work closely with the Human Resource staff on payroll related issues.

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Position will maintain knowledge and understanding of College organization, goals and objectives, and policies and procedures in addition to knowledge of the payroll policies, procedures, and reporting requirements.

Serve as support for the appropriate administrator(s).

Perform other duties as assigned.

### **SUPERVISION RECEIVED**

Supervision is received from the appropriate administrator.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

High school degree or high school equivalency and five (5) years of related experience.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including mainframe and personal computers, equipment, and related peripherals, and modern office. Tasks may require ability to lift, carry, push and or pull objects of light weight (12-20 pounds). Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of department records, documentation, figures, financial and reporting systems, and related equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as technical data, policy and procedure manuals, codes, etc. rendered in moderately complex terminology. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to adhere to accepted standards of business English, i.e., format, style, grammar, spelling, punctuation. Requires the ability to communicate with a broad array of individuals from various backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with the public, faculty, and staff under charge.

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**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages; compute discount, profit and loss, ratio and proportion; interpret graphs.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under occasionally high levels of stress, imposed by frequent deadlines, peak workload, or staff contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective 10/16; Revised 06/2018, 01/2020