**Payroll Administrator II Standard Job Description**

**Classification Title:** Payroll Administrator II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

**Minimum Pay:** $55,200

**Job Description Summary:**

The Payroll Administrator II provides complex payroll accounting services. Collaborates with representatives and coordinates pay calculations

**Essential Duties and Tasks:**

**30% Payroll Processing and Verification**

* Assists in preparing, reviewing, verifying, and posting monthly and bi-weekly payrolls, including processing leave deductions, terminations, garnishments, levies, and other involuntary/voluntary deductions.
* Verifies attendance, hours worked, and pay adjustments, and posts information to designated records.
* Ensures payrolls are processed accurately and timely.
* Reviews and submits research audits and approves payroll transactions and submission.
* Processes and issues employee paychecks/statements of earnings and deductions.

**25% Payroll Records Maintenance**

* Maintains and updates payroll records.
* Processes paperwork for new employees and enters information into the payroll system.
* Coordinates and submits forms to payroll workstations for supplemental pay.
* Reviews, updates, and creates processes and procedures for the payroll processing desk manual.
* Assists with the document imaging system through prepping and retrieving documents.

**15% Payroll Reporting and Distribution**

* Distributes payroll reports.
* Responds to and resolves any inquiries regarding paychecks or payroll reporting.
* Prepares or assists divisions with partial pay supplements or adjustments such as leave deadlines surpassed, dual titles, or pay rate changes.

**10% Compliance and Policy Adherence**

* Assists in policy and procedural compliance with standards, policies, and procedures.
* Reviews and researches payroll discrepancies and reports findings.
* Ensures compliance of benefit refunds and extra deductions including arrears corrections.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* One year of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Excellent oral and written communication.
* Customer service and problem-solving skills.
* Ability to comprehend and apply rules and regulations in a complex environment.
* Practical knowledge of governmental and higher education operations in specialized field preferred.
* Working knowledge of word processing and spreadsheet programs.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer: 35 hours.
* Telephone: 3 hours.

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**