Job Summary:
Under the general supervision of the Director of Personnel in Donald Bren School of Information and Computer Sciences (DBSICS), the Payroll Analyst coordinates, processes and performs all payroll functions within the school. These responsibilities include coordinating new hire sign-ups for employee positions, UCPath entries, time and benefit administration, Time Reporting System (TRS) timekeeping activities, recruitments, visa applications, hiring, separations, and various other payroll transactions and adjustments. Creates and pulls reports for analysis and applies organizational policies and procedures to resolve a variety of payroll issues. Works on payroll problems where analysis of situations or data requires a review of a variety of factors including: employee labor distribution records, vacation and sick leave accrual, overtime and withholding status. Develops and implements internal division wide policies and procedures and complies with all government reporting requirements for payroll taxes, withholding, and employer contributions. On occasion, provides administrative and general office support.

Job Description:
Job Essential Function 1
Percent of Time: 65%
Responsible for all payroll actions within assigned departments including: timesheets, leave balances, new hires, separations, transfers, fund changes, extensions. Prepares forms and monitors end dates and ensures that payroll system reflects current and accurate information. Provides assistance to department payroll analysts on moderately complex transactions. Audits and reconciles transactions; communicates salary adjustments, new policies, corrections to employees. Ensures payroll will be processed by system cut of times and employees paid in a timely manner. Prepares contracts and appointment letters.

Job Essential Function 2
Percent of Time: 10%
Under general supervision, provides analysis of moderate payroll projects including personnel administration, time and benefit administration. Follows and implements internal school-wide payroll/personnel policies and procedures. Provides background information to higher level Payroll Analysts for resolution. Collects and analyzes information and reports for discrepancies, and works with departments to make corrections in payroll system. Determines appropriate action from beginning to end. Provides ad hoc payroll training to departmental payroll processors.

Job Essential Function 3
Percent of Time: 10%
Applies professional concepts in analyzing and reviewing department payroll actions appearing on overpayment / underpayment reports to determine processing errors. Anticipates and identifies problem areas regarding payroll issues, researches options, resolves them, and notifies assigned school unit(s) and employee(s) impacted.

Job Essential Function 4
Percent of Time: 10%
Serves as the initial department contact for employees regarding all aspects of the employee life cycle and ensures that new employees are provided onboarding resources and information. Assists department managers and analysts with questions concerning their staffs eligibility, enrollment, and payment issues.

Job Essential Function 5
Percent of Time: 5%
Interprets pay policies (for example, vacation, leave of absence, disability, workers compensation, union contracts, government regulations, withholding exemptions, et cetera), and ensures appropriate amounts / deductions are calculated and applied to the various accounts correctly. Proactively attends trainings to keep current of new and required payroll/personnel processes, systems and policies, including international hiring policies and processes.

Skills, Knowledge and Abilities:

Required:
Working knowledge of many payroll processes, policies, and procedures; knowledge of organization-specific computer application programs (Microsoft Office and Google Suite)

Working knowledge of organizational processes, procedures, and understands organizational rules and regulations.

Demonstrated judgment and decision-making skill, ability to take initiative, be flexible, work as a team, be proactive and follow-up; verbal, active listening communication skills and ability to communicate effectively and diplomatically. Uses interpersonal skills and service orientation skills in interactions with customers and colleagues. Good organizational skills and ability to multi-task.

Problem solving, problem identification and reasoning skills.

Intermediate mathematical skills.

Ability to work independently with minimal direction by being a self-starter in setting priorities and completing assignments with various deadlines on a timely basis.

Strong writing skills to prepare concise, logical and grammatically correct correspondences, reports, policy guidelines and procedures

Ability to be detail oriented.

Ability to perform complex analysis, gather data and produce complex reports.

External applicants can access this recruitment on our Career Opportunities website at https://careersucirvine.ttcportals.com/jobs/9797806-payroll-analyst-ii