

### **Personnel Payroll Associate Checklist**

*Mark the tasks that this position will be expected to perform*

- Entering personnel/payroll paperwork into mainframe computer system
- Making data base adjustments
- Relaying or gathering information for various departments
- Serve as a front line contact for questions regarding payroll, benefits and personnel services
- Receive and enter employment or benefit paperwork into mainframe database
- Answer routine payroll, employment or benefit questions
- Filing, both electronic and paper
- Answer phone and in-person inquiries
- Word processing
- Limited decision making, analysis or interpretation of policy, problem solving
- Training of new staff
- Payroll or benefit record adjustments
- May exercise lead worker supervision
- Referral of more complex problems to higher authority or expertise
- Resolution of routine problems
- Photocopying, sorting mail, file creation
- Working with spreadsheets or database programs to organize the flow of work, or for special projects
- Making interpretive decisions regarding policy, precedent and procedure
- Performing tasks such as making payments to external vendors for insurance, retirement systems, unions, and garnishments of wages
- Review and monitor paperwork and transactions for compliance company policy and enforce such policies.
- Recognize situations that are not in compliance with personnel/payroll rules and procedures and rectify such problems, or refer sensitive problems to the supervisor.