

SUPPLEMENTAL JOB DESCRIPTION

Classification: PAYROLL OFFICER I

Class Code: 6822-077

Position Title: PAYROLL OFFICER I

Date Established: 1/30/12

Position Number: 9TEMP

Date of Last Revision:

SCOPE OF WORK: To assist with transactions and tasks relative to payroll and leave accounting.

ESSENTIAL ACCOUNTABILITIES:

- o Prepare payroll documents for new hires and terminations.
- o Create and maintain payroll related spreadsheets
- o Data entry of payroll transactions for Personnel Action Forms, address changes, direct deposit, etc. into payroll database (example: Government Human Resources System (GHRIS) and the Payroll and Leave Attendance System (PALS).
- o Review reports to determine correct hours entry into PALS or Sunday and Holiday hours. Contact managers to make corrections.
- o Assist Payroll Department with Worker’s Compensation reports and processing.
- o Tracks employee payroll sheets to ensure signatures are received.
- o Assist Payroll Department with procedure documentation and filing.

MINIMUM QUALIFICATIONS:

See Class Specifications for education and experience requirements

License/Certification: a valid drivers’ license

Special Requirements: Microsoft Word, Microsoft Excel required.

Preferred Qualifications: Experience with State of NH Government Human Resources System a plus.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of may position.

Employee’s Name and Signature

Date Reviewed

Supervisor’s Name and Title: Larane Bradshaw, Supervisor I # 14280

The above job description accurately measures this employee’s job duties.

Supervisor’s Signature

Date Reviewed

Division of Personnel

Jennifer J. Elberfeld MR

Human Resources Administrator

Date Approved

1/30/12

Date Approved