University System of Maryland
Job Class Specification

TITLE: PAYROLL PROCESSING ASSOCIATE   **JOB CODE: N11PWC**
FLSA: NONEXEMPT   **JOB TYPE: SYSTEMWIDE**
EEO6: H40   **JOB FAMILY/SERIES: FIN**
IPEDS-SOC: S-433051

APPROVED BY: Chancellor's Designee: **EFFECTIVE DATE: 9/9/2004**
     James Sansbury, Acting Director of Human Resources

JOB SUMMARY

Under general supervision, performs payroll and financial accounting system transactions, on line data processing, and coordination of activities within the institution or with several USM institutions' Payroll/Personnel Offices, System Computer Facility and Central Payroll Bureau.

PRIMARY DUTIES

1. Processes the University's biweekly payroll journals, entries and one-pay certifications, evaluates for accuracy, completeness, and conformity with established procedures.

2. Update data base and gross pay file through batch interactive processing. Maintains controls and process corrections.

3. Streams payroll jobs for the update, exception, and post reporting cycles and maintain balancing totals.

4. Assigns magnetic tapes and maintain control log for data entry processing.

5. Advises institutions on intricate payroll problems.

6. Maintains special files for payroll processing; i.e., title code file, special overtime, etc.

7. Processes and balance University's petty cash payroll.

8. Computes net payback for overpayment.

9. Assists in the breakdown and distribution of journals, entries, reports and checks to institution personnel offices. Distribute post reporting magnetic tapes and reports.

10. Assumes all duties of payroll processing supervisor in the employee's absence.

Note: The intent of this list of primary duties is to provide a
representative summary of the major duties and responsibilities of
this job. Incumbents perform other related duties assigned. Specific
duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE:Four years of payroll experience, two years of which must have included
knowledge of State and Federal Payroll Regulations and the use of tax tables to determine
deductions.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of complex and specialized payroll and data processing procedures used
in processing the University payroll, of data processing procedures used in processing
transactions on the financial and accounting system; of on-line data processing and
terminology; of federal and state tax laws; of state and University rules, regulations,
forms and procedures affecting payroll processing, of procedures for payroll benefit
deductions. Skill in the use of tax tables to determine deductions; in the use of the
computer terminal to update payroll data bases through batch and interactive processing;
in processing payroll exceptions and streaming jobs to produce reports; in calculating
net pay. Ability to evaluate conformity with established procedures; to maintain batch
controls; to answer technical questions from USM staff; to communicate effectively both
orally and in writing; to work harmoniously with others.

OTHER: Except for qualifications established by law, additional
related experience and formal education in which one has gained the
knowledge, skills, and abilities required for full performance of the
work of the job class may be substituted for the education or
experience requirement on a year-for-year basis with 30 college
credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Employees in this job class may be required to work overtime to meet required
deadlines.