



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 03/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Payroll

JOB SUMMARY

Performs responsible administrative work in the day-to-day management of the Payroll and Records functions. Duties encompass the supervision of all payroll office and records procedures involving the payment and reporting of all faculty, staff, and student employees. Work is performed under limited supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director, Human Resources

Supervises: Sr. HR Generalists

ESSENTIAL DUTIES - May include, but not limited to the following:

- Answers policy and practice questions for area of responsibility.
- Supervises deductions made from earnings for social security, federal income tax, parking, charities, gifts, and garnishments.
- Transmits monies to the Federal Government, insurance carriers, optional retirement companies, and originating banks for direct deposit programs.
- Prepares all required federal income tax and social security reports.
- Reviews and verifies payroll cycles; identifies and corrects discrepancies prior to generation of payroll checks.
- Administers payroll processes that update the university's HRMS Oracle, such as leave accruals, balances, longevity, timesheets and reallocations.
- Completes the payroll distribution process, which exports payroll actual and encumbrances to the General Ledger and builds the Uniform Statewide Accounting Systems (USAS).
- Processes all salaried, hourly, and manual payrolls and transmits to bank.

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- Calculates and applies adjustments to deductions from earnings on paycheck.
- Maintains PTO balances for all employees.
- Processes monthly garnishments.
- Reviews calculations of terminating vacation and overtime pay; applies to final check.
- Processes Personnel Transaction Forms (enters taxes, direct deposits, calculates pay, set up timesheets/pay slip access).
- Manages longevity and hazard duty pay for all employees.
- Tests and confirms newly installed Oracle patches for impact on functionality in system.
- Leads Administrator of the Glacier system to determine proper taxation and reporting of non-resident employees.
- Oversees personnel records function including I-9 compliance, E-verify compliance, New Hire Packets, Personnel record maintenance, HR Record Retention, Employment Verifications, Manager Self Service (PTF) Training and HR Departmental PTF entry.
- Responsible for policy development under area of responsibility and may assist with Human Resources related policies.
- Prepares annual SORM report.
- Prepares annual Census report.
- Prepares annual Compensable Liability report.
- Processes required non-resident scholarship reports and coordinates taxable amounts with Bursar.
- Prepares and reconciles employee W-2 forms and submit required electronic file to the Social Security Administration.
- Prepares annual non-resident employee, scholarship, and vendor 1042S forms and submit 1042T to IRS Performs Budget upload of salaries, costing, and FTE into Oracle each fiscal year for budgeted faculty and staff.
- Processes monthly SECC charitable contribution file and submits through bank.
- Responsible for development of policies and procedures under area of responsibility and may assist with Human Resources related policies.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Works with other departments in constantly updating and upgrading the payroll data processing system.
- Compiles monthly labor statistics report.
- Assists all employees with payroll related questions.
- Performs other duties as requested.

EDUCATION

Bachelor's degree in Accounting or a related field of study preferred. CPA, CPP, PHR/SPHR certification preferred.

EXPERIENCE

Three years state agency or higher education accounting and management experience within a payroll department including withholding tax reporting. HRIS experience in Payroll and Oracle payroll module experience preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including University related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

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The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.