

**CLASS TITLE: HIGHER EDUCATION PAYROLL OFFICE
PREAUDIT CLERK**

**Class Code: 02456400
Pay Grade: 17A
EO: F**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the college/university's central payroll office, to preaudit attendance record documents and authorization documents/requisitions in connection with the college/university payrolls (biweekly, monthly, and student) to determine their accuracy and propriety prior to payment to the recipients; to provide various related services to the college/university; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior; some work done independent of supervision; works independently on assigned payrolls according to standard practices and procedures, requesting assistance from supervisor only on an exception basis; other work is reviewed upon completion, consistent with pre-defined procedures and standards.

SUPERVISION EXERCISED: As required, supervises and reviews the work of assigned clerical support staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the college/university's central payroll office, to preaudit attendance record documents and authorization documents/requisitions in connection with the college/university payrolls (biweekly, monthly, and student) to determine their accuracy and propriety prior to payment to the recipients; to provide various related services to the college/university.

To examine personnel and payroll documents to determine if they have been properly authorized and associated payments and deductions are made as authorized.

To assure the legality and propriety of the college/university payrolls and pension payments by verifying their conformance to federal and state laws, personnel rules, contractual agreements and administrative regulations.

To provide service as required, e.g., advice and instruction to various employees and campus offices concerning the proper processing of payroll forms.

To operate computer hardware in order to update and/or maintain state and college/university payroll data.

To correct erroneous payroll payments and update computer files with such corrections.

To maintain accrued hour balances, which includes annual, sick and personal leaves, as well as salary deferral time, and to make any required adjustments to correct such balances as needed.

To calculate and deposit on a timely basis employment and withholding taxes related to the college/university payrolls.

To assist in the preparation and issuance of calendar year-end wage and tax statements (W2s) for college/university payrolls.

To calculate corrections to wage and tax statements (W2s), and request copies from the state as needed.

To preaudit and/or postaudit various types of payments and/or reimbursements to college/university employees.

To prepare salary data reports for verification of employment forms sent from mortgage companies, banks, and attorneys; prepare reports for salary information requests from various federal and state agencies (e.g., labor and training, social security, state courts).

To calculate and prepare check change forms for return of salary overpayments to correct cash with state, internal account information, and individual year-to-date records.

To calculate and process retroactive adjustments to distribution of salary and fringe charges to the college's/university's accounting system.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques involved in the implementation of a payroll system for an institution of higher education, and the ability to apply such in a payroll office operation engaged in the preparation and processing of a variety of regular and special payrolls, special payroll reports, payroll-oriented forms, and other pertinent payroll data; a working knowledge of office practices and the ability to apply such knowledge in recommending improvements in office procedures, use of forms, and the establishment and retention of relevant office records and files; a familiarity with spreadsheets, databases, and word processing computer software; the ability to lead assigned payroll office staff engaged in performing a variety of payroll functions for a large number of employees; the ability to interpret and apply rules and regulations relating to the function of the payroll office; the ability to prepare clear and concise oral and written reports; the ability to establish and maintain effective working relationships with superiors, the college/university departments, and other state and private agencies and organizations and employees; the ability to maintain a current working knowledge of the latest requirements and developments in processing payrolls and other related areas; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in bookkeeping, accounting computing or related subjects; and

Experience: Such as may have been gained through: employment with responsibility for the preparation and processing of the payroll in a small state agency or private business operation, or employment with responsibility for a specific payroll function or activity in a large state agency or private business operation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

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