



Job Title	Manager, Payroll	Job Code	HR0915
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	Human Resources	Union Code	0
		Subfamily	Payroll

Job Family & Subfamily Summary

Human Resource Professionals provide human capital services for an inclusive University workforce for both current and prospective employees through compliant programs and policies.

Human Resource Payroll Professionals are responsible for all payroll processing activities, including regular and overtime pay processing, supplemental pay, employee and employer contributions/deductions, annual leave and sick time accruals, and payroll taxes.

Job Summary

Oversees the payroll functions which include payroll processing, time and labor, taxation, reconciliation, and record retention requirements. Provides direction and supervision to payroll employees.

Representative Duties

1. Policy, Reporting, and Accounting

- Assists in the administration and interpretation of state and federal laws and university regulations, policies, and procedures to maintain regulatory compliance
- Offers recommendations for developing and implementing HR regulations, policies, and programs for the university
- At the direction of the Payroll Director, develops business processes within the Payroll unit
- Identifies areas for process improvement within the payroll function to achieve positive results
- Prepares federal and state required information and reports for items including: 941 Employer’s Quarterly Federal Tax Return, UCT-6 Unemployment Compensation Tax, Multiple Worksite Reporting, Florida New Hire filing, 990 filing, Police Dispatch Salary Reporting, Patient Protection Affordable Care Act reporting
- Processes the contractual, quarterly deferred payments for the President and Provost, as well as any performance unit payments to the vice presidents

2. Operations Management

- Confirms payroll, ensures benefit and payroll vendors accounts payable transactions are processed, and schedules and remits tax payments
- Responsible for the distribution of Form W-2 and/or Form 1042-S to employees
- Ensures submission of electronic files to the Social Security Administration and the Internal Revenue Service by the prescribed deadlines
- Provides guidance and information to update HRMS and performs quality checks
- Serves as a back-up in the absence of the Payroll Director

3. Primary Objectives

- Ensures that university employees are paid accurately and timely

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)	Fundamental Payroll Certification (FPC)	Certified Payroll Professional (CPP)
Licensure(s)	N/A	N/A
Work Experience		
4+ years of relevant work experience		
Additional Requirements		
<ul style="list-style-type: none">• Expertise in Human Resources (HR) policies and procedures• Expertise in HR systems and processes• Understand HR best practices and current regulations• Sound judgement and problem-solving skills• Customer-focused attitude, with a high level of professionalism and discretion• Ability to present payroll content to various groups• Effective written and verbal communication		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.