Job Title: Payroll Assistant

BCAT Code: 09TX63  Effective Date: April 1, 2007
Pay Grade: G11  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Supports the production of payroll for the University, provides customer service to employees, sorts incoming documentation, inputs payroll actions and changes, and processes timesheets.

Examples of Duties
- Greets and assists all customers either in person or by phone.
- Sorts and routes payroll documentation.
- Inputs the date of payroll changes in the system.
- Processes temporary timesheets.
- Assists in balancing the student assistant payroll.
- Assists in resolving problems with employee paychecks.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of Spectrum, the financial system.
- Knowledge of the personnel and payroll system.
- Knowledge of word processing, spreadsheets, and database software.
- Ability to lift and transport heavy boxes up to 25 lbs.
- Ability to multi-task in a deadline driven environment.
- Ability to handle highly confidential information with an appropriate level of discretion.
- Ability to plan, organize, and prioritize work.

Minimum GSU Hiring Standards
High school diploma or GED and two years of customer service, payroll, human resources or clerical experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.