Job Title: Payroll Specialist-USO

BCAT Code: 09TXB5 Effective Date: June 1, 2011
Pay Grade: G14 FLSA Status: Non-Exempt Revision Date: July 1, 2013

General Description
Processes payroll and data entry activities in an administrative function for the Board of Regents (BOR).

Examples of Duties
- Works with the University System Office (USO) and Georgia State University (GSU) to process payroll for employees.
- Creates electronic Personnel Action Forms (ePAFs) for employee terminations.
- Runs reports for Business Services for payroll account reconciliation purposes.
- Updates personal employee information.
- Processes semi-monthly payroll, bi-weekly payroll, and all off-cycles checks for voids, lost checks, replacements, etc.
- Notifies Board of Regents (BOR) Business Services of stop payments or voids that need to be issued.
- Prepares journal entries that are forwarded to BOR Business Services to transfer money from the General Operating account to payroll to cover payroll checks.
- Prepares requests for vendor payments.
- Makes payments to vendors.
- Prepares and processes invoices, W-2s, Consolidated Omnibus Budget Reconciliation Act (COBRA), and quarterly retiree billing.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of Spectrum, and other financial/HR systems.
- Knowledge of leave time policies.
- Knowledge of payroll and taxation administration.
- Ability to plan, organize, and prioritize work.
- Ability to multi-task.
- Ability to think creatively and critically.
- Ability to adapt to new work situations, people, ideas, and procedures.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of training 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.