Job Title: Payroll Supervisor

BCAT Code: 09LX07  Effective Date: April 1, 2007
Pay Grade: G16   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Oversees the reconciliation of healthcare vendor payments, retirement vendor payments, and payments to vendors of other benefits.

Examples of Duties
- Oversees the reconciliation of mandatory payroll deductions, such as payments to courts for garnishments, and child support payments to agencies or individuals.
- Oversees the campus paycheck distribution.
- Directly supervises Payroll Accountants.
- Monitors correct payments to optional retirement and supplemental retirement vendors for employee contributions, insurance vendors, courts for garnishments, and child support agencies.
- Researches and reconstructs historical records.
- Processes all accrued liabilities for the fiscal year-end by established deadline.
- Reconciles and prepares monthly submissions to the Teachers Retirement System (TRS), by the 10th of each month and the Georgia Defined Contribution Plan (GDCP), by the 7th of each month.
- Prepares quarterly unemployment reports, and requests the quarterly unemployment tape.
- Serves as backup for payroll tax accounting functions.
- Works with colleges, unit administrators, and the Grants & Contracts Office to ensure accurate charges to payroll accounts.
- Makes timely payroll adjustments and recognizes the most efficient and effective methods of correcting errors when they occur.
- Ensures all voided checks are entered into the system in a timely manner.
- Assists with the preparation of W2s and coordinates the distribution of W2s.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the University System of Georgia (USG) retirement plans.
- Knowledge of Spectrum (Financial System).
- Knowledge of the personnel and payroll system.
- Knowledge of non-resident alien taxation, such as tax treaties, 1042S, and Federal Insurance Contribution Act (FICA) exemption.
- Knowledge of word processing, spreadsheets, and database software.
- Ability to multi-task in a deadline driven environment.
- Ability to handle highly confidential information with an appropriate level of discretion.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of payroll accounting and supervisory experience; or six years of payroll accounting experience with two years in a supervisory role; 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.

Office of Human Resources
Classification Section