

PAYROLL AND BENEFITS PROGRAM SUPERVISOR

I. DEFINITION

PAYROLL AND BENEFITS PROGRAM SUPERVISOR

All positions in this title definition perform the following activities for a majority of time: provide training for staff and payroll timekeepers; establish efficient operating procedures and policies to assure the accurate and timely preparation of payroll, reports and other documents mandated by statutes, administrative rules, and other regulations; ensure efficient utilization of payroll and benefits resources; function as the campus-wide or large UW-Milwaukee employing unit expert in matters related to payroll and/or benefits provided under the civil service law, collective bargaining agreements, Employee Trust Funds laws, Worker's Compensation laws, Unemployment Compensation laws, etc.; provide advice and consultation on programs and data processing systems and oversee business process improvements related to payroll and benefits for agency management, and responsible for the implementation and administration of general compensation changes, pay progression changes, performance recognition awards and discretionary compensation adjustments.

Positions in this title definition are described by one of the following allocations.

- 1) **University of Wisconsin Campus Payroll & Benefits Office Supervisor:** Supervise (1) the payroll or benefits function within the main, centralized payroll and benefits office of a large campus; **OR** (2) supervise staff in a distinct payroll and benefits functional area within the UW Service Center at UW-Madison; **OR** (3) supervise the main, centralized payroll and benefits office of a medium or small campus and performs University Benefits Specialist duties; **OR** (4) supervise the staff in a distinct payroll and benefits functional area within a large employing unit on the UW-Madison or UW-Milwaukee campus.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITION TITLES

Nonsupervisory positions which spend the majority of the time performing payroll and benefits duties.