

## PAYROLL AND BENEFITS SPECIALIST TITLE SERIES DEFINITIONS

### II. DEFINITIONS

#### TERMINOLGY:

**Satellite Office:** Payroll and benefits administration offices at UW Service Center (UWSC), College, Department level.

**Complex Satellite Office:** A satellite office with delegated authority from the the UWSC campus central payroll office or College Dean level payroll office (e.g. College of Letters & Science Dean's Office, Department of Chemistry) that meet three or more of the following criteria: (1) significant organizational diversity in terms of the number and variety of classifications used and/or employment types; (2) multiple work shifts; (3) multiple geographic locations; (4) large number of appropriations with complex funding requirements and structure with significant impact on the budget process; (5) non-standard benefits plan administration; (6) application of international tax laws and treaties; (7) application of visa requirements; (8) comprehensive benefits counseling performed; (9) tuition remission; or (10) requires significant and complicated Worker's Compensation, Unemployment Compensation, or 230.36 activities.

Along with the complexity of the duties as defined above the number of employees served by the satellite office may be a factor in determining complexity.

**Central Payroll & Benefits Office:** Payroll and benefits administration offices that perform the centralized payroll and benefits function for an entire campus.

#### PAYROLL AND BENEFITS SPECIALIST

This level is either an entry level or an objective level for positions performing the full range of routine to complex confidential payroll and benefits specialist work or for positions that specialize in a specific functional area of payroll.

Positions may be organizationally located in a campus, region, or an equivalent organizational sub-unit in the agency's central payroll and benefits office.

Entry level positions operate under close progressing to limited supervision and are assigned a variety of tasks that are progressively more difficult and complex and which are intended to develop the necessary knowledge, skills, and abilities to progress to the higher level.

This is objective level work for payroll and benefits specialists working in satellite offices that do not operate under delegation from a central office. Positions in this classification perform progressively more difficult and complex work and are assigned a variety of tasks that are intended to develop the necessary knowledge, skills and abilities needed to perform the full range of payroll and benefits specialist work that is limited in scope and complexity by virtue of the fact that positions refer the more complex questions and issues to a higher level payroll and benefits specialist and/or to the agency central payroll office.

Responsibilities include but are not limited to orientation presentations for new employees, consultation and education of existing employees regarding provisions on payroll and/or benefit programs, interpret and reconcile payroll and benefits related forms and reports, and calculate and complete complicated payroll adjustments. Positions enter, review and/or audit time and attendance information in accordance with FLSA regulations, the state compensation plan, etc.; maintain payroll records; audit, verify and process payroll and benefits information, and monitor a variety of payroll and benefit program activities.

Positions work closely with human resources staff and provide back-up to many of the services provided by HR assistants, coordinators and specialists. Positions are often required to consult with management on the impacts of proposed employment related settlements and organizational and staffing changes.

The most complex positions described by this classification level are distinguished by the responsibility for making final determinations on payroll and benefits issues of a complex nature, as opposed to routine, recurring determinations rather than having those complex issues resolved by higher level payroll positions. The most complex positions operate under general supervision and perform the full range of activities (i.e., from routine to complex) in two or more of the following areas for a majority of the time: (1) establish and maintain payroll records for multiple employment types which may include classified, unclassified, limited term and, in the university system, student hourly; (2) process and monitor time and attendance records; (3) explain benefits programs and consult with employees regarding benefits and impact of moving between employment types; (4) coordinate the Worker's Compensation and/or Unemployment Compensation program(s); (5) prepare and submit monthly insurance reports; or (6) reconcile detailed and complex appointment and payroll information for positions with multiple funding sources and requirements within the UW system.

The consequence of error for positions at this level is significant and can have a financial and personal impact on employees if the work is not completed accurately and timely. Positions in this title definition are responsible for ensuring employees are provided with detailed and timely information regarding payroll and benefits programs and activities and that documents are appropriately completed and submitted to the necessary parties for final processing.

### **PAYROLL AND BENEFITS SPECIALIST – ADVANCED**

This level encompasses positions that perform the most complex payroll and benefits related functions for a majority of time within (1) the central payroll and benefits office of a UW campus, **OR** (2) a complex satellite office of a UW campus (as defined in Section II of this specification).

#### **Positions that perform the most complex payroll and benefits functions within (1) or (2) above:**

Positions in this classification within the University of Wisconsin System may be located within the central payroll office of a University of Wisconsin campus or a complex satellite office (as defined in Section II of this specification). Positions at this level operate very independently, referring only the most complex questions to higher level supervisors or administrators, and may lead the work of payroll and benefits staff or program support staff. Positions have responsibility for multiple employment types including any combination of classified, faculty, academic staff, graduate assistants and research assistants, employees in training, post grad trainees, post doc fellows, project, and student hourly.

In addition to the allocations listed above, positions in the University of Wisconsin System allocated to this classification meet at least one of the following allocations: (1) function as the sole or lead payroll and benefits staff with oversight for all payroll and benefits activities in a UW College Dean level payroll office or complex UW satellite office where no payroll program supervisor position exists; or (2) perform complex payroll and benefits functions in a UW campus central payroll office, college Dean level central payroll office or complex satellite office; or (3) serve as a program expert for managing a payroll function as identified above providing expertise and customer service to the 26 campuses in the UW system; or

(4) reconcile the UW accounting system records to DOA records including salary and fringe benefit expenditures, analyze and resolve discrepancies between the two systems and manage large complex expenditure ledgers and accounts for the 26 campuses.

**II. QUALIFICATIONS**

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

**III. RELATED POSITION TITLES**

Positions which perform payroll systems coordination work for a majority of the time and are more appropriately classified as Central Payroll Systems Coordinator or Payroll and Benefits Systems Coordinator and Payroll and Benefits Systems Coordinator Senior.