

**PAYROLL AND BENEFIT SYSTEMS COORDINATOR**  
**TITLE SERIES DEFINITIONS**  
CANNOT USE FOR VACANCIES

**I. DEFINITIONS**

**PAYROLL AND BENEFIT SYSTEMS COORDINATOR**

This is the entry level for professional positions performing duties described at the Payroll and Benefit Systems Coordinator - Senior level. Work is performed under close or limited supervision.

**PAYROLL AND BENEFIT SYSTEMS COORDINATOR SENIOR**

This is the objective level for professional positions performing complex payroll and/or benefit functions as the developer and manager of central payroll processing center data systems.

Positions meet one of the following allocations: (1) perform responsibilities such as: coordinate scheduling of program requests for data base information; analyze requests for system changes and evaluate the impact of changes; develop and recommend program changes that affect existing system operations; update, debug programs and create test files; ensure data integrity, flexibility, appropriate internal controls and functions; review system operational problems; develop and define specifications for new or modified programs; develop and implement policies, procedures, and standards for system productivity, quality testing methodology, data security and production system control; develop operating procedures and provide training and technical assistance; develop and maintain manuals; act as liaison with Data Processing staff by clarifying and interpreting program specifications with analyst/programmers; monitor project resource allocations, expenditures and time schedules; maintain knowledge of statutory and Compensation Plan provisions, collective bargaining agreements, and Department of Employment Relations administrative rules; **OR** (2) maintain and analyze financial records related to payroll gross salaries, taxes, and fringe benefits; develop and maintain financial journals, accounts and ledgers for salary, non-wage "payroll" payments; federal and state taxes, deductions, and "taxable fringes" by employe classification and budgeted funding source; manage the fiscal year end closing of all deferred benefit accounts in 70 different fringe accounts; administer all business income tax activities in accordance with federal and state laws relating to all payroll income and FICA tax withholding; oversee individual pay disbursement, deduction refunds and other miscellaneous financial transactional activity; design and implement the electronic data warehouse of payroll and benefit information for the UW System; function as lead-worker of the Financial Services section of the UW Processing Center. Work is performed under general supervision.

**II. QUALIFICATIONS**

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

**III. RELATED POSITION TITLES**

1. Positions which spend the majority of the time performing Payroll and Benefit Specialist duties and are more appropriately classified in the Payroll and Benefit Specialist series.

2. Positions which meet the definition of supervisor, and are more appropriately classified as Payroll and Benefits Supervisors or Payroll and Benefits Program Supervisors.

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