

Classification and Qualification



STANDARDS

The California State University System

Payroll Technician II

Class Code 1101

Date Established 04-21-67

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Occupation Index Reference C-4

Cross Reference 1110

DEFINITION:

This class is the journey or operational level in the series. Under general supervision, the Payroll Technician II independently performs, for a significant portion of time, the typical activities related to the processing of the full range of such payroll and personnel transactions such as appointments, changes in status, leaves and separations for all categories of California State University (CSU) employees.

DISTINGUISHING CHARACTERISTICS:

Work at this level is more responsible and of greater diversity and complexity than the Payroll Technician I, and is distinguished by the fact that the work is accomplished with a much greater degree of independence and a thorough knowledge of all types of payroll/personnel transactions for all categories of CSU employees. Assignments require the application of payroll/personnel regulations and precedent decisions to individual situations not clearly covered by CSU policies and administrative guidelines, state and federal laws, educational codes and collective bargaining agreements, including the independent tracing, research and reconciliation of errors, the assurance that all information contained in the personnel/payroll transaction form is accurate and conforms to all relevant regulations, and the providing of information and assistance on payroll processing matters to faculty and staff members.

Work at this level is distinguished from Payroll Technician III level in several ways. Incumbents at the III level function as (1) lead workers providing training, guidance and assistance for a group of Payroll Technicians or (2) assistants to the Payroll Supervisor in directing, planning and organizing the work of the Payroll Office staff or (3) sole providers and coordinators of payroll services for the campus or (4) advanced journey or operational resources in that the work is characterized by the resolution of complicated or problematic payroll and personnel related transactions on a continuous basis, in a highly independent and accurate manner.

Examples of Typical Activities:

Incumbents independently initiate, process, and complete a diverse range of moderately complex transactions including: pay—intermittent, full and part time (regular), overtime, special consultant, shift differential, call back, individual lesson, annual year, 10 month, 10-12, quarterly, semester, summer session, extended vacation and MSAs; leave status and accruals—vacation, holiday, sick, jury, bereavement, LWOP, AWOL, military, NDIL, IDL, and compensatory time; and changes in pay status—appointments, end of probationary periods, promotions, demotions, reclassifications, retirements and separations for all categories or combinations of categories of CSU employees including staff, faculty, graduate assistants, student assistants, special consultants, individual lesson and summer session instructors.

Independently selects, interprets and applies the proper rules and regulations relating to the full range of pay and personnel related transactions, many of which are not specifically covered by precedents, existing CSU policies and guidelines, state and federal laws, educational codes or collective bargaining agreements; traces and corrects errors and discrepancies of personnel/payroll transaction documents by searching records, contacting employees, checking and reconciling information with representatives of the Controller's Office; ensures that all information on the personnel/payroll transaction form is correct and accurate.

Depending on how the work is organized at the individual campus, incumbents either process personnel/payroll documents for one or more organizational units having all categories of CSU employees or are assigned those categories of CSU employees that require a thorough knowledge of the payroll/personnel regulations in order to process the diversity of variances in transactions; maintain file folders, roster cards, leave and permanent record files; compile a comprehensive knowledge of the full history of employees' status beginning with appointment and continuing to separation; provide immediate and detailed information on any aspect of an employee's payroll records as requested.

Provides relevant payroll information on such matters as leaves of absence, leave accrual rates and entitlements, insurance, retirement eligibility or disability compensation which involves a careful review of all the facts of a case and a thorough knowledge of relevant CSU policies and guidelines, state and federal laws, educational codes or collective bargaining agreements; assists staff on the appropriate payroll rules and regulations for attendance reporting, separation of duties in dispersal of warrants, completion of forms and revisions to policies and guidelines regarding payroll/personnel transactions. Prepares a variety of payroll related reports on staffing, classifications, employee deductions and salaries for use in developing budget estimates or for other management purposes; may maintain the campus position control roster which includes preparing required documentation and reconciling various reports; may assist in the preparation of various budget reports (e.g., Schedules 7A and 8); may train or assist in the training of other Payroll Technicians.

Selects appropriate transaction codes; applies various rules and regulations in determining holiday pay, sick, vacation and compensatory time accruals, probationary periods and MSAs; monitors intermittent hours worked to determine employee's eligibility for health benefits, retirement and accruals; computes net pay based on employer exemption status; processes judgments, levies and garnishments on employees' pay; computes and processes disability pay, final settlement payments, 607s, dockings and workers' compensation; and may operate computer terminal to process various online payroll/personnel transactions; prepares documents for keying; enters code and data on computer terminal; verifies and audits information prior to employee history update or release of payment; may format computer pay programs and troubleshoot when necessary.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Thorough knowledge of: Business English and arithmetic; general office methods, procedures and practices.

Thorough knowledge of, or the ability to acquire quickly: Uniform State Payroll Procedures Manual, Personnel Information Management System Manual and other information found in state and university administrative manuals and guidelines. Public Employees' Retirement System Manual, Executive Orders published by the Chancellor's Office, applicable state and federal laws, educational codes and collective bargaining agreements.

Ability to: independently identify appropriate payroll applications of a wide variety of complex written policies and procedures, applicable state and federal laws, educational codes, collective bargaining agreements and practices on circumstances not clearly described in available guidelines; tactfully and clearly explain a wide variety of complex procedures and policies to individuals who have minimal knowledge of pay and personnel related processes and procedures; review detailed numerical records or transactions and identify deviations from applicable policies or procedures; trace and correct processing errors; print or type numbers neatly on forms; use office machines such as typewriter, calculator, mimeograph, time stamp or computer

terminal; operate computer terminals for online keying of various payroll/personnel transactions; format computer data and troubleshoot problem areas; independently draft and satisfactorily prepare, in final form, cover memoranda and responses to inquiries concerning applications of payroll/personnel policies and procedures; deal and keep abreast with changes in a wide variety of complex resource materials in order to be in compliance with university, state, federal and educational codes, rules and regulations; independently prepare and reconcile pay and personnel related transaction reports on staffing, classifications, employee deductions and salary patterns; read and write at a level appropriate to the duties of the position; perform arithmetic computations rapidly and accurately.

and

Experience:

Equivalent to two years of experience in preparing and processing payroll personnel documents as described in the Payroll Technician I position classification.

Work Week Group: 1
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic