Payroll Services Assistant

Job Code 00007194

General Description
Responsible for properly maintaining and processing payroll records and reports for accounting of salary/wages due, deductions accruals and other payroll functions.

Examples of Duties
Prepare billhead to request checks for correct payment.
Maintain timecards and automatic bank deposit authorizations.
Makes required adjustments through established procedures.
Prepare State of Texas reimbursement vouchers for the budget and supplemental payrolls.
Assemble payroll deduction checks with annuity reports.
Prepare state voucher to purchase US Savings Bonds for employees.
Initiate paperwork to properly code deductions from employee’s pay.
Process payments from employee’s voluntary payroll deductions and court ordered wage garnishments.
Enter direct deposit bank codes and departmental codes.
Determine eligibility of individuals for exemption of FICA tax.
Prepare and mail TRS forms.
Perform other duties as assigned

Knowledge, Skills, and Abilities
Knowledge of: Basic accounting procedures, of University policy and procedures, of state and federal guidelines pertaining to payroll, of IRS and CIS guidelines and laws pertaining to international employees, of banking rules pertaining to electronic transfer of funds.
Skill in: Interacting courteously with fellow employees, student workers, and employees of other companies, in using personal computer software.
Ability to: Understand complex written instructions, to compare and verify numbers, to interpret and apply complex legal documents, to prepare correspondence, reports, and instructions, to perform basic math.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/27/2012