

STATE OF OREGON – DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCE SERVICES DIVISION
CLASS SPECIFICATION

<u>Title</u>	<u>Class Number</u>	<u>S/R</u>
Payroll and Benefits Technician	0214	

CLASS CONCEPT

Payroll and Benefits Technicians perform a variety of routine payroll tasks to maintain agency payroll and benefit *related information* and other financial records, and ensure accurate and timely pay and benefits for state agency employees.

Process agency payroll and benefits documents, including deferred compensation, flexible spending accounts, retirement benefits, direct deposit, tax withholdings, *voluntary employee deductions, employer paid and optional* insurances, union remittances, garnishments, child support payments, hardship donations, and charitable contributions. Review documents for completeness and accuracy; apply state and federal payroll regulations, collective bargaining agreements and administrative rules.

Process time sheets or Daily Time Capture entries . Review information for completeness, accuracy, and compliance with established policies and procedures; verify authorization as needed. Work with agency timekeepers and managers to resolve and correct discrepancies to payroll records, enter time sheet corrections, determine appropriate payroll codes. *Review* time sheets on a random sample basis for accuracy and compliance with established policies and procedures. Reconcile, audit, and resolve errors and discrepancies found on the Central Payroll Exception Report and other payroll related records, compare leave accrual and usage reports against actual usage and request corrections as necessary from managers.

Update information to the statewide/centralized payroll system. Enter leave without pay, overtime, holiday pay, and other pay types, employee work schedule changes, time worked, leave taken, deductions requested or required. Correct time reporting changes or errors, enter or change direct deposits; calculate correct pay amount, retirement, union, FICA, workers compensation, unemployment and disability amounts, Internal Revenue Service levies, child support orders and any employee voluntary deductions.

Process *requests from employees, creditors, and courts for deductions, including* employee garnishment/wage withholdings and employee wage-related withholding documents. Calculate and enter required deductions into Oregon State Payroll Application (OSPA) system; reconcile amount withheld from employee pay/wages to amount sent to creditor.

Process new hire, termination, and transfer paperwork; request rewritten and/or special checks from DAS Oregon State Payroll Services (OSPS); *process requests for special payment checks, prepare appropriate documentation to support payments, and post information to the OSPA system;*

process pay advances, compensatory time pay offs and W-4 changes; prorate leave taken and restore leave for approved workers' compensation claim; calculate and process over/under payments; notify and make collection arrangements for employees who are overpaid, *initiate transfer of electronic funds to reconcile overpayment*; and work with DAS (OSPS) to obtain corrected W-2 forms as needed.

Respond to inquiries from Public Employees Retirement System (PERS) representative; *submit requested documentation, verify status and eligibility of employee*, process PERS salary certifications, *sick leave confirmation and wage history*. Make corrections to the system (statewide) as needed to ensure proper processing of retirement contributions.

Explain proper timesheet reporting methods to managers and employees. Train agency timekeepers *regarding appropriate use and entry of payroll codes in the daily time capture system and operating the Public Employees Benefit Board (PEBB) online system*.

Respond to requests for payroll and salary-related information. Answer payroll and benefit process-related questions from agency staff concerning wages, taxes, deductions (i.e. computation of pay on overtime, shift differential, *pay adjustments, exemptions, insurance coverage, voluntary deductions*, pro-ration of holiday pay). Explain payroll/benefit *eligibility* rules, policies and procedures.

Process insurance *enrollment* forms. Review health, dental and life insurance applications for completeness and conformity with guidelines. *Notify employees of rule and eligibility changes*. Complete disability insurance claim forms. Process employee Public Employees' Benefit Board (PEBB) insurance information options/choices to the on-line system and validate entry of payroll deductions as needed. Work with representatives of the PEBB to resolve insurance-related problems, obtain PEBB approval to process unusual requests, *monitor PEBB benefits exception system and make necessary corrections*, make adjustments as a result of an appeal or qualified family status change; calculate and enter appropriate tax amounts for domestic partners and dependents; process approval or denial of COBRA notices; ensure appropriate insurance benefits to employees on Family Medical Leave Act (FMLA) and *Oregon Family Leave Act (OFLA) leave*, military leave and/or State Accident Insurance Fund time loss. *Respond to employee and carrier requests for information regarding benefits*.

DISTINGUISHING FEATURES

This is a single classification not currently part of a series

MINIMUM QUALIFICATIONS & SKILLS

Two years of bookkeeping, accounting, or payroll clerical experience.

SKILL TO:

Apply accounting principles and terminology.
Perform a variety of record keeping transactions.

Use automated systems to enter, access and retrieve data.
Use ten key by touch.
Apply mathematical principles to accounting, bookkeeping, or budgeting.
Apply rules, policies, and procedures.
Apply collective bargaining agreements to transactions.
Maintain records.
Organize and work with detailed records.
Process and prepare forms.
Compute taxes and other types of payroll related calculations.
Identify and resolve errors and discrepancies.
Organize and prioritize workload with strict timelines and frequent interruptions.
Communicate effectively in both oral and written form.
Establish and maintain professional and cooperative working relationships with employees and other agencies.

DISTINGUISHING FEATURE FROM SIMILAR SERIES

The **PAYROLL and BENEFITS TECHNICIAN** classification series is distinguished from the Accounting Technician classification series by the focus on payroll related activities including processing and application of various benefit programs and collective bargaining agreements to payroll records. Some positions in the Accounting Technician series may be assigned payroll and benefit related duties, but it is not the major focus of the job.