<table>
<thead>
<tr>
<th>Job Family</th>
<th>Finance</th>
<th>Job Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Involves activities associated with generation of payroll including labor distribution records, vacation and sick leave accrual, overtime and withholding status. Complies with all government reporting requirements for payroll taxes, withholding and employer contributions.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Job Function</th>
<th>Payroll</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Job Level</th>
<th>Entry</th>
<th>Intermediate</th>
<th>Experienced</th>
<th>Advanced</th>
<th>Expert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Payroll Analyst 1</td>
<td>Payroll Analyst 2</td>
<td>Payroll Analyst 3</td>
<td>Payroll Analyst 4</td>
<td>Payroll Analyst 5</td>
</tr>
<tr>
<td>Job Code</td>
<td>6942</td>
<td>6943</td>
<td>6944</td>
<td>6945</td>
<td>0604</td>
</tr>
<tr>
<td>Tracking Code</td>
<td>A0208</td>
<td>A0209</td>
<td>A0210</td>
<td>A0211</td>
<td>A0216</td>
</tr>
<tr>
<td>Per. Program</td>
<td>PSS</td>
<td>PSS</td>
<td>PSS</td>
<td>PSS</td>
<td>MSP</td>
</tr>
</tbody>
</table>

| FLSA | Non-Exempt | Exempt | Exempt | Exempt |

<table>
<thead>
<tr>
<th>Generic Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to acquire the skills and knowledge to perform more advanced work following an agreed upon time in position, through defined training and development planning.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Custom Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uses payroll concepts. Applies organizational policies and procedures to resolve routine issues and customer inquiries. Works on problems of limited scope. Applies organizational practices and procedures to analyze situations or data from which answers can be readily obtained. Receives predetermined work assignments that are subject to a moderate level of control and review. Has internal and some external contacts.</td>
</tr>
</tbody>
</table>

| Uses payroll professional concepts. Applies organizational policies and procedures to resolve a variety of payroll issues. Works on payroll problems of moderate scope where analysis of situations or data requires a review of a variety of factors. |
| Uses skills as a seasoned, experienced payroll professional with a full understanding of industry practices and organizational policies and procedures. Works on complex payroll problems where analysis of situations or data requires a review of a variety of factors. Exercises judgment in selecting methods and techniques for obtaining solutions. Utilizes contacts within the payroll office and across the organization. |
| Responsible for one or more major payroll programs. Recommends changes to policies and establishes procedures for programs. Regularly works on highly complex issues where analysis of data requires an in-depth evaluation of variable factors. Prepares payroll reports for senior management. Interacts with senior internal and external personnel. Receives assignments in the form of objectives and determines how to use resources to meet schedules and goals. Identifies risks and responds accordingly. May supervise professional and clerical staff and serve as a lead within the department. May serve as subject matter expert or project manager. |
| Having wide-ranging experience, uses concepts and organizational objectives to resolve the most complex issues with organization-wide impact. Works on complex issues with little or no precedent where analysis of situations or data requires an in-depth evaluation of variable factors. Exercises judgment in selecting methods, techniques and evaluation criteria for obtaining results. Oversees the resolution of any irregular or sensitive problems. Internal and external contacts often pertain to organizational plans and objectives. Is considered a subject matter expert and often recognized as an expert externally in the industry. |
## Job Summary
Involves activities associated with generation of payroll including labor distribution records, vacation and sick leave accrual, overtime and withholding status.
Complies with all government reporting requirements for payroll taxes, withholding and employer contributions.

<table>
<thead>
<tr>
<th>Job Level</th>
<th>Entry</th>
<th>Intermediate</th>
<th>Experienced</th>
<th>Advanced</th>
<th>Expert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Resp 01</td>
<td>Provides analysis of basic payroll projects and calculations.</td>
<td>Under general supervision, provides analysis of moderate payroll projects such as garnishment of wages.</td>
<td>Applies payroll concepts to perform complex analysis regarding pay processing adjustments, including retroactive pay, tax withholding, and overpayments.</td>
<td>Ensures compliance with Federal, state, and local tax agencies and the University’s retirement and benefits systems.</td>
<td>Performing the most complex and advanced analysis techniques, develops new policies, processes, and procedures that impact payroll operations organization-wide.</td>
</tr>
<tr>
<td>Key Resp 02</td>
<td>Effectively addresses payroll-related customer inquiries.</td>
<td>Conducts disposable income calculations.</td>
<td>Calculates complex terminal pay issues.</td>
<td>Performs highly complex payroll analysis in managing the review and reconciliation of University payroll and benefits accounts and records to produce required reports for University management.</td>
<td>Manages the development, operation, and maintenance of the organization’s payroll system.</td>
</tr>
<tr>
<td>Key Resp 03</td>
<td>Under direct supervision, provides assistance to payroll processors on basic transactions.</td>
<td>Provides assistance to payroll processors on moderately complex transactions.</td>
<td>Researches, identifies, and corrects invalid pay postings.</td>
<td>Develops year-end tax reporting schedule and coordinates tax reporting functions with other offices.</td>
<td>Ensures that interfaces with local systems such as the human resource management system, time-keeping systems, the general ledger, and reporting systems are working properly and data transfers to corporate systems occur timely and accurately.</td>
</tr>
<tr>
<td>Key Resp 04</td>
<td>Applies professional concepts in analyzing and reviewing department payroll actions to determine processing errors.</td>
<td>Applies professional concepts in analyzing and reviewing department payroll actions appearing on overpayment / underpayment reports to determine processing errors.</td>
<td>Manages monthly reconciliation of bank payroll accounts.</td>
<td>Participates in the payroll management team in developing the short and long range planning for the payroll office.</td>
<td>Directs, analyzes, and prepares recommendations for organization-wide system enhancements; prioritizes system projects; and addresses operational and user issues.</td>
</tr>
<tr>
<td>Key Resp 05</td>
<td>Audits and reconciles payroll gross-to-net computation and associated accounting transactions.</td>
<td>Audits and reconciles payroll benefit deductions.</td>
<td>Documents payroll processes and procedures.</td>
<td>Directs payroll staff responsible for reconciling all balance sheet accounts related to mission-critical payroll operations.</td>
<td>Leads and directs a team of payroll professionals.</td>
</tr>
</tbody>
</table>
| Key Resp 06 | Under direct supervision, interprets pay policies (for example, vacation, leave of absence, disability, workers compensation, union contracts, government regulations and withholding exemptions). | Interprets pay policies (for example, vacation, leave of absence, disability, workers compensation, union contracts, government regulations, withholding exemptions, et cetera), and ensures appropriate amounts / deductions are calculated and applied to the various accounts correctly. | Provides analysis for complex payroll projects, such as verifying tax treaty forms, and resolving non-resident alien payroll issues, complex payroll retroactivity, and various State and Federal regulations. Other complex matters include ensuring vacation, leave of absence, disability, workers compensation, union contracts, government regulations, withholding exemptions, etc., are appropriate and | Audits payroll office processes and accounts for accuracy and compliance. | }
**Job Summary**
Involves activities associated with generation of payroll including labor distribution records, vacation and sick leave accrual, overtime and withholding status.
Complies with all government reporting requirements for payroll taxes, withholding and employer contributions.

**Job Function**
Payroll

**Category**
Professional

**Job Level**
Entry, Intermediate, Experienced, Advanced, Expert

---

**Key Resp 07**
Assists departments with questions concerning eligibility, enrollment, taxation and payment issues.
Assists departments with questions concerning eligibility, enrollment, and payment issues.
Coordinates, trains, and advises payroll staff and administrators on inter-organization payroll payments.
Applies advanced payroll concepts in developing payroll annual fiscal closing schedule with representatives from accounting and administrative systems departments.

**Key Resp 08**
Provides assistance to the Office of the President's UC systemwide administration on clearance of items in financial journals, and learns to distribute expenses to the appropriate departments and accounts.
Coordinates with the Office of the President's UC system-wide administration on clearance of items in financial journals, and distributes expenses to the appropriate departments and accounts.
Provides training to payroll processors and human resource staff on payroll topics such as payroll processing, workers' comp, payroll system entries, and timekeeping system.
Prepares reports for management such as estimates of payroll net accounts and taxes due for Treasurer's Office, and performs the associated data analytics in the preparation of these reports.

**Key Resp 09**
Under direct supervision, reviews and analyzes reports of limited scope and complexity for discrepancies, and works with departments to make corrections.
Reviews and analyzes reports for discrepancies, and works with departments to make corrections.
Works with departments to identify special pay-processing requirements for timekeeping payroll and other ancillary payroll systems and programming.
Tests releases of the payroll system and ensures the releases are functioning correctly prior to implementation.

**Key Resp 10**
Identifies and analyzes reconciliation of payroll liability accounts.
Identifies and analyzes reconciliation of payroll liability accounts.
Verifies compliance with federal and state payroll requirements.
May lead or direct a team of payroll professionals.

**Key Resp 11**
Provides background information to higher level Payroll Analysts for resolution.
Provides background information to higher level Payroll Analysts for resolution.
Participates in audits of internal records, workers compensation, tax filings and related documentation.

**Key Resp 12**
Conducts payroll transfers to or from journal entries for other departments and organizations.
Provides ad hoc payroll training to departmental payroll processors.

**Key Resp 13**
Delivers quality customer service to various constituencies such as internal departments and external clients and employees.
Conducts payroll transfers to other departments and organizations.

**Key Resp 14**

**Key Resp 15**

**Education 1**
Bachelor's degree in related area and / or equivalent experience / training.
Bachelor's degree in related area and / or equivalent experience / training.
Bachelor's degree in related area and / or equivalent experience / training.
Bachelor's degree in related area and / or equivalent experience / training.

**Education 2**

**Education 3**

**Education 4**
<table>
<thead>
<tr>
<th>Job Family</th>
<th>Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Function</td>
<td>Payroll</td>
</tr>
<tr>
<td>Category</td>
<td>Professional</td>
</tr>
</tbody>
</table>

**Job Summary**

Involves activities associated with generation of payroll including labor distribution records, vacation and sick leave accrual, overtime and withholding status.

Complies with all government reporting requirements for payroll taxes, withholding and employer contributions.

<table>
<thead>
<tr>
<th>Job Level</th>
<th>Entry</th>
<th>Intermediate</th>
<th>Experienced</th>
<th>Advanced</th>
<th>Expert</th>
</tr>
</thead>
<tbody>
<tr>
<td>License 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cert 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cert 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cert 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cert 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spec Cond 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spec Cond 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spec Cond 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spec Cond 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**KSA 01**

Basic knowledge of payroll processes, policies, and procedures; knowledge of organization-specific computer application programs.

Working knowledge of many payroll processes, policies, and procedures; knowledge of organization-specific computer application programs.

Thorough knowledge of all payroll processes, policies, and procedures; knowledge of organization-specific computer application programs.

Advanced knowledge of all payroll processes, policies, and procedures; knowledge of organization-specific computer application programs.

Expert knowledge of all payroll processes, policies, and procedures; knowledge of organization-specific computer application programs.

**KSA 02**

Basic knowledge of organizational processes, procedures, and regulations.

Working knowledge of organizational processes, procedures, and understands organizational rules and regulations.

Thorough knowledge of organizational processes, procedures, and possesses a strong understanding of organizational rules and regulations.

Advanced knowledge of organizational processes, procedures, and possesses a thorough understanding of organizational rules and regulations.

Expert knowledge of organizational processes, procedures, and possesses a complete understanding of organizational rules and regulations and assists others in understanding them.

**KSA 03**

Basic judgment and decision-making skills; verbal, written and active listening communication skills. Uses interpersonal skills and service orientation skills in interactions with customers and colleagues. Basic organizational skills and ability to multi-task.

Demonstrated judgment and decision-making skills; verbal, written and active listening communication skills. Uses interpersonal skills and service orientation skills in interactions with customers and colleagues. Good organizational skills and ability to multi-task.

Strong judgment and decision-making skills; verbal, written and active listening communication skills. Uses strong interpersonal and service orientation skills in interactions with customers and colleagues. Excellent organizational skills and ability to multi-task.

Advanced judgment and decision-making skills; verbal, written and active listening communication skills. Uses advanced interpersonal and service orientation skills in interactions with customers and colleagues. Thorough organizational skills and ability to multi-task.

Expert level judgment and decision-making skills; verbal, written and active listening communication skills. Uses advanced interpersonal and service orientation skills in interactions with customers and colleagues. Advanced organizational skills and ability to multi-task.

**KSA 04**

Basic problem solving, problem identification, critical thinking and reasoning.

Problem solving, problem identification and reasoning skills.

Problem solving, problem identification, reasoning skills and ability to develop original ideas to solve problems.

Problem solving, problem identification, reasoning skills, ability to develop original ideas to solve unique and complex problems, monitoring / assessing people, processes or services, to make improvements.

Problem solving; problem identification; reasoning skills; ability to develop original ideas to solve the most unique and complex problems, monitoring / assessing people, processes or services, to make improvements.
Job Family: Finance
Job Function: Payroll
Category: Professional

Job Summary: Involves activities associated with generation of payroll including labor distribution records, vacation and sick leave accrual, overtime and withholding status. Complies with all government reporting requirements for payroll taxes, withholding and employer contributions.

Job Level: Entry
Intermediate
Experienced
Advanced
Expert

KSA 05: Basic mathematical skills.
Intermediate mathematical skills.
Strong mathematical skills.
Strong mathematical skills.
Strong mathematical skills.

KSA 06: Project management skills.

KSA 07: Social perceptiveness to be aware of others' reactions and understanding why they react as they do. Uses persuasion skills, leadership skills, and keen political acumen in interactions with clients and colleagues.
Strong social perceptiveness to be aware of others' reactions and understanding why they react as they do. Uses advanced skills in persuasion, leadership, and keen political acumen in interactions with clients, colleagues, and senior leadership.

KSA 08
KSA 09
KSA 10
KSA 11
KSA 12
KSA 13
KSA 14
KSA 15

Environment: Campus, medical center or other university setting and various external venues.

Career Path 1
Payroll Anl 2
Payroll Anl 3
Payroll Anl 4
Payroll Anl 5
Supervisory and Management

Career Path 2
Supervisory and Management

Career Path 3

Career Path 4

Career Path 5

Career Path 6