Texas A&M System-Wide Classification Description

Classification Title Code/Title: Payroll Specialist III

Exempt Status: Non Exempt

Pay Grade: 6

Job Summary: The Payroll Specialist III under general supervision, performs complex administrative support duties in support of payrolls.

Essential Duties and Responsibilities

- Processes biweekly payroll reports including overseeing employee timesheets entered into the timekeeping system and ensuring accuracy and submittal of timesheets.
- Receives requests from employing departments, verifies appropriate signatures, edits a number of important components, and adds payroll codes.
- Determines if a requirement funding source is necessary and, if not provided, researches and decides upon a correct funding source.
- Enters budget information into the database, investigates discrepancies, and contracts appropriate personnel to resolve the problem.
- Coordinates entry and payment of employees who are paid partially by other System members.
- Prepares, reviews, and reconciles monthly payroll accounts.
- Reviews and distributes computer generated requests to initiating departments.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Associate degree in applicable field or equivalent combination of education and experience.

Experience – Three years as a Payroll Specialist II or 8 years progressive payroll experience.

Knowledge, Skills, Abilities

Ability to multi task and work cooperatively with others Strong verbal and written communication skills. Strong clerical and customer service skills. Detail-oriented with strong organizational skills. Working knowledge of Microsoft Word and Excel. Advanced knowledge of existing payroll system. Understanding of Federal and State labor/wage laws.

Registration, Certification, or Licensure - None

Supervision Received/Given - This position generally supervises employees.

Other Requirements

- As directed