

Job Code: 101314
Position #: NUNC (E)
Developed by: PM
Reviewed by: PM, LK, AC
Approved by: LK
Date: 1/21;08/21;3/22;7/2/23

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Internal Payroll Systems

DIVISION: Administration and Finance (Human Resources)

REPORTS TO: Senior Information Technologist (technical & processing issues)
Director, Personnel Services (policy issues)

GRADE: 9

SUPERVISES: Not applicable, except as occasionally assigned

BASIC FUNCTION:

Coordinate the day-to-day operation of the University of Rhode Island internal payroll systems, including graduate assistants and part-time faculty. Monitor, input, audit, correct and troubleshoot issues related to all required paperwork for payments in accordance with the University's policies, procedures and regulations regarding this internal payroll system. Coordinate processes with Payroll Office, Graduate School and individual colleges and departments. Monitor contractual leaves to ensure contract compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the supervision of the HR senior information technologist, participate in the development and revision of related manuals and systems documentation.

Audit all internal payroll forms for accuracy, conformance to policies, backup documentation prior to input into the ERP system. Review all backup documentation, I-9's, Drug-Free Workplace, W-4, Bar of Claims and Working Papers for Minors. Troubleshoot issues with the originating departments and work with the Foreign Tax Coordinator in the Payroll Office regarding I-9 documentation for non-US citizens.

Initiate and complete HireRight background checks for required groups, reporting issues arising from these reports to the Director of Personnel Services for

resolution. Complete the E-Verify process for internal payroll employees as required.

Maintain all files for the internal payroll, including separate I-9 files. Audit these files to ensure compliance with federal, state, URI Board of Trustees and University laws, policies, and procedures. Serve as liaison to auditors performing compliance reviews. Work with Information Technology Services to maintain an online secured scanning depository for hiring documents.

Serve as backup for the HR e-Campus help desk function. Respond to callers and email inquiries regarding system use. Research and make corrections to internal payroll entries as needed. Troubleshoot related issues. Process all contract change forms initiated by departments.

Work with the Director of Personnel Services on policy issues related to the internal payroll, as well as work with the HR senior information technologist on technical issues.

Monitor contractual leaves to ensure contract compliance.

Maintain and update bargaining unit list for part-time faculty. Distribute seniority lists, including unit-level lists to colleges and departments. Provide the Payroll Office and part-time faculty union with lists of bargaining unit members and dues payers.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in HR department projects and related duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

PeopleSoft HR software modules for Higher Education, personal computers and printers, Microsoft Office Suite, including excel spreadsheets and database management software, telephones, calculators.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum two years' experience working with higher education enterprise software systems, such as PeopleSoft Oracle or Banner or a related system; Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency in written communications skills; Demonstrated ability to write technical material, and translate such into policy and procedures documentation for end users; Demonstrated knowledge of payroll practices;

Demonstrated experience analyzing and interpreting federal, state or institutional regulations for users; and, Demonstrated ability to work with diverse groups/populations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.