

**Job Code:..... 100654**  
**Position # (PSA)..... (E)**  
**Developed by: . SG; DLJ**  
**Reviewed by:.....PEC**  
**Approved by:..... LK**  
**Date:..... 06/03; 08/19**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Manager, Payroll  
**DIVISION:** Administration & Finance (Controller)  
**REPORTS TO:** Assistant Controller, Payroll  
**GRADE:** 13  
**SUPERVISES:** Payroll Operations Staff

**BASIC FUNCTION:**

Manage all aspects of the operation and production responsibilities of the payroll office to ensure the timely and accurate execution of both internal and staff/faculty state payrolls. Payrolls consist of graduate, student, contract, faculty and staff personnel employed by the University, and are paid either contractually or hourly according to the academic schedules and various pay levels on the internal payroll or are eligible for benefits and paid in accordance with the various union contracts on the state payroll system. Both payrolls are processed simultaneously in separate computer systems, internal being processed on PeopleSoft and state being process via the State of Rhode Island mainframe system. Interact with the University community, the University Human Resources department and the State of Rhode Island Accounts and Control to effectively execute payment of personnel. Advise the Assistant Controller of Payroll of significant exception/reconciling items impacting financial information systems, internal controls and management reports. Provide technical support for the implementation and maintenance of an integrated administrative software system. Responsible for the review and correction of online hiring jobs input in real time by various college business managers and clerical staff across campus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Direct, coordinate and train staff in payroll preparation assuring the timely and accurate preparation and production of that payroll, including the control of data input, reconciliation of data output, distribution of payroll checks, deductions, reductions, taxes, benefits, and master pay records. Review staff procedures and work to ensure accuracy and integrity of data. Manage and maintain daily functional activities in the Payroll Office including the maintenance and review of

the online timecard system utilized by employees to submit timesheets. Also responsible for record retention policies in accordance with governmental regulations and in conjunction with the Assistant Controller- Payroll.

Develop daily operational schedules for the production and distribution of payrolls processed in the payroll office. Collaborate with University Computing Services (UCS) on the coordination of scheduled jobs, requests to streamline online processes and review of business processes to coincide with system enhancements to meet the needs of the University. Develop reports and queries to satisfy the needs of University department heads and outside government regulatory agencies and control the output of payroll information released through reports and queries. Control the timing and flow of checks and direct deposit statements to internal payroll personnel, as well as delivering required direct deposit and positive pay files in a timely manner and in accordance with banking requirements. Confirm timely tax deposits with the Controller's Financials Reporting Office.

Supervise a variety of administrative duties to deliver payroll-related objectives according to established deadlines, policies, procedures, and regulatory/legal requirements. Ensure that various time constraints and schedules are met utilizing available resources in the most efficient manner possible. Train newly hired staff members and maintain training manuals of processes for future reference.

Supervise staff responsible for exceptions and reconciling items such as, rejected or suspense items and procedures relating to return checks and corrections to previously posted items. Be responsible for the reconciliation of payrolls, filing of required government quarterly tax forms and production and reconciliation of W-2s at calendar year end.

Be responsible for the development of computer system enhancements in the payroll accounting process required to adhere to changes to the payroll system or as a response to requests from upper management. Collaborate with the Assistant Controller – Payroll on the testing and implementation of computer system enhancements to the internal PeopleSoft system, the state mainframe system and the online timecard system. Assist the Controller's Office – Financial Reporting with the reconciliation of payroll accounting data.

Coordinate communication with staff in the State Payroll, State Personnel, University Human Resources, Controllers, Budget and Financial Aid Offices on a daily basis or as necessary to resolve operational or production items. Work closely with Human Resources technical staff to address issues related to community hiring functions directly effecting the bi-weekly payroll process. Serve as primary liaison regarding payroll matters with the campus community and various State offices regarding operational issues. Respond to requests from both internal and external auditors. Provide general assistance to employees regarding payroll policies and procedures.

Review and correct wage verification request for pensions, financial institutions, state disability claims, and garnishment inquiries. Ensure the prompt and accurate response to such requests.

**OTHER DUTIES AND RESPONSIBILITIES:**

Assist the Assistant Controller of Payroll in the development and implementation of new processes, procedures and systems. Provide direction and instruction to both payroll employees and users in the maintenance and use of integrated HR/Payroll systems.

Serve as liaison between all payroll units and UCS during the year and during year-end (fiscal and calendar year) closing procedures. Responsible for scheduling and executing calendar year end processes to meet all governmental and University filing deadlines. Collaborate in the testing and reviews of tax software updates to ensure minimal negative impact of business processing of bi-weekly payroll.

Assist the Foreign National Tax Compliance Coordinator on compliance and reporting of resident and non-resident foreign national income. Assist in the enhancements of onboarding systems to streamline the process of obtaining required documents from non-resident foreign aliens to insure proper tax treatment of wages.

Perform additional duties as required.

#### **LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, and word processing, database management, and spreadsheet software. Microsoft Suite.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

#### **QUALIFICATIONS:**

**REQUIRED:** Bachelor's or Master's degree in accounting, finance, business administration, labor relations or other business-related field; Minimum of three years of payroll experience in a payroll or human resources department; Demonstrated supervisory experience; Demonstrated computer knowledge and experience (including Windows, Excel and Word); Demonstrated knowledge and experience with payroll enterprise systems, including understanding of payroll related principles (FLSA) and transactions; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to interpret payroll policies, plans, objectives, rules and regulations and to communicate the interpretation to others; Demonstrated ability to be a team player; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience working in a government or higher education environment; Demonstrated experience implementing and upgrading a payroll system; and, Demonstrated experience with PeopleSoft Human Resources Management module.

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