

# California State University, Fresno Foundation

## PAYROLL TECHNICIAN – AUXILIARY HUMAN RESOURCES JOB ANNOUNCEMENT #23-415

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position available for the California State University, Fresno Auxiliary Human Resources Office.</b> Under the direction of the Human Resources Manager, the Payroll Technician is responsible for the processing and timely delivery of the entire payroll process across multiple auxiliary organizations. The Payroll Technician uses an understanding of the in-house payroll system to accurately pay employees while following applicable Internal Revenue code, Internal Revenue regulations, Department of Labor regulations, and California State statutes. The Payroll Technician performs a range of complex duties to ensure the accuracy of payroll calculations, processes the semi-monthly payrolls, pay all necessary taxes after each payroll, keep track of hourly and effort time reports, prepare and distribute reports to the program concerning payroll, process wage assignments and tax levies.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the Human Resources Manager, the incumbent will perform a wide variety of tasks. Typical responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Perform full-cycle processing for semi-monthly payrolls using an integrated HRIS/Payroll system.</li> <li>• Generate records for the semi-monthly payrolls showing each payee, hours worked, wages paid, associated withholdings for retirement, benefits, other contributions, and taxes withheld, maintains payroll records and accounts, and prepares journal entries related to payroll in a timely manner.</li> <li>• Produce, sort, process and distribute paychecks and mail as assigned; duplicate, sort, file and distribute payroll materials as necessary; prepare, distribute and respond to a variety of correspondence.</li> <li>• Review and process employee time sheets; calculate and input time information, pay rates, salary adjustments and overtime pay; verify proper authorizing signatures, coding, calculations and accuracy of payroll adjustments; request and obtain signatures and additional information as needed.</li> <li>• Process interim check runs as needed, including manual checks, reissues, voids, adjustments.</li> <li>• Enter time reports (including monthly attendance reports) in system and balance prior to processing payroll cycle.</li> <li>• Process and pay taxes, wage assignments, tax levies, parking, and workers compensation insurance.</li> <li>• Track monthly attendance sheets to ensure compliance and submission in a timely manner.</li> <li>• Monitor and track Additional Employment Agreements.</li> <li>• Communicate with employees, staff and campus community regarding missing documents or other problem resolution.</li> <li>• Provide excellent customer service via phone, email or walk in visits.</li> <li>• Help to ensure proper payment of wages and salaries by using attention to detail and proper calculations for salaries and reported hours worked and correctly compute overtime while meeting rigid deadlines.</li> <li>• Review Transaction Forms for changes and compliance including updating labor distributions.</li> <li>• Audit records, answer or research payroll-related inquiries which may be sensitive or confidential in nature, assist departments with applicable forms and processes, compile and administer retroactive pay, research payroll discrepancies, and process payroll exceptions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with preparing reports (e.g. quarterly state and federal payroll taxes, state labor reports, and benefits, gross to net calculations, etc.) for the purpose of providing written support and/or conveying information.</li> <li>• Reconciles payroll account balances for the purpose of maintaining accurate account balances and complying with established guidelines.</li> <li>• Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.</li> <li>• Contribute to the overall success of Auxiliary HR/Payroll by performing all other duties and responsibilities as assigned, acting as a back-up for other positions as needed, maintaining high levels of accuracy, maintaining a professional demeanor and appropriate levels of confidentiality, and providing excellent customer service.</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• High School Diploma or GED</li> <li>• Associate’s degree (A.A.) or equivalent from a two (2) year college or technical school; or six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.</li> </ul>
<b>COMPENSATION:</b>	<b>\$19.00 - \$21.00 per hour. Salary will be commensurate with education and experience.</b> Benefits include health, dental, vision, life insurance and 401K, vacation, holiday pay, and sick leave.
<b>DEADLINE:</b>	<b>Application review begins January 25, 2023. Open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/">https://auxiliary.fresnostate.edu/association/hr/</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p style="text-align: center;">California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710      Fax: (559) 278-0988</p> <p>Application &amp; resume may be e-mailed to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>  
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.