

HAMILTON SOUTHEASTERN SCHOOLS

JOB DESCRIPTION

POSITION: PAYROLL CLERK

Reports to: Lead Payroll Clerk

PERFORMANCE RESPONSIBILITIES:

Employee Records:

1. Record all absences, hours worked, additional addendum, docks, etc.
2. Update all employee deductions for annuities, insurance, etc.
3. Total and balance employee wages on timecards.
4. Update sick days, personal absence and vacation days.
5. Input all information from timesheets into computer.
6. Update salary schedule changes and account numbers.
7. Update all teachers' year of service, degree level, etc. and issue contracts for certified personnel.
8. Issue W-2 to all employees.
9. Correct all county code changes before first payroll of each year.
10. File absence sheets, timesheets, docks, exceptions, etc. into employee file.
11. Update all annuities, insurance information, Section 125 participation, retirement deductions with each contract year.
12. Maintain all employee hard-copy and software payroll files.
13. Answer all payroll inquiries.
14. Update direct deposit information.

Checks:

15. Run perform and check all wages, exceptions, absences for accuracy.

16. Run payroll.
17. Seal checks and sort by location.
18. Coordinate mailing of checks by interoffice or post office mail.
19. Call in federal and state taxes.
20. Send notification of direct deposit to bank.
21. Mail checks to banks.

Reports:

22. Send absence summary to schools and department supervisors.
23. Monthly report to Corporation Treasurer on payrolls.
24. Semi-monthly and monthly payments to clearing accounts.
25. End of month reports to Accounts Payable.
26. Quarterly report to Teachers Retirement Fund and PERF.
27. Quarterly report to IDETS for total wages earned.
28. Complete Form 941 for Internal Revenue Service.
29. Report any contract changes to Board and TRET.
30. Report to Section 125 administration, eligible employees at beginning of year.
31. File and report all W-2 information.
32. Print and send payroll reports to appropriate people.

Other:

33. Perform other duties as assigned by the Corporation Treasurer.

PERSONAL AND PROFESSIONAL RESPONSIBILITIES:

1. Nurture a positive relationship with super-ordinates, subordinates and peers.
2. Demonstrate respect for super-ordinates, subordinates and peers.
3. Support corporation decisions and direction relative to matters of policy and administrative directives. Work as a team player.

4. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
5. Address concerns and offer suggestions in an appropriate and confidential manner.