

City of Fort Worth, Texas Job Description

Classification Title	Payroll Technician		
Job Code:	CL5140	Job Family:	Clerical
Pay Grade	505	Date Reviewed:	06/27/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs a wide variety of complex payroll related functions in support of an assigned area including web-based data entry of time and attendance. Analyzes and reconciles various payroll reports and maintains a variety of payroll records in the Centralized Police Payroll Team.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Reviews and inputs employee time sheets into PeopleSoft/Enterprise Resource Planning system.
2. Researches, compiles and reconciles payroll issues and identifies time entry discrepancies using various databases and related sources.
3. Prepares, calculates and inputs specialty and exception pay, including shift differential, over-time, emergency call back, acting, specialized unit and other pay as needed.
4. Inputs data of civil service and civilian employees leave time to include vacation, holiday and personal or sick days.
5. Performs a variety of Time & Labor and Absence queries in PeopleSoft system for pay exceptions, including High Exception, Absence Saved Not Submitted, Time Saved Not Submitted and other special circumstances.
6. Analyzes reports for adjustments and errors, including validation reports, variance reports, and various other reports.
7. Performs payroll functions in accordance with the Meet and Confer Agreement, Police General Orders, Personnel Rules & Regulations and applicable state and federal laws.

8. Interprets and explains time and absence, payroll and general related policies and procedures.
9. Reviews and examines payroll related documents by assigned division or unit for accuracy by ensuring proper work schedules, dates, pay amounts, time codes and signatures are completed.
10. Answers and assists employee inquiries regarding payroll questions and concerns.
11. Performs other duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Accounting and payroll data software programs.
 - Principles and procedures of payroll.
 - Basic mathematical principles, reasoning and analytical skills.
 - Basic report writing principles.
 - Office equipment including computers and supporting word processing and spreadsheet applications, specifically Microsoft Word and Excel.
 - Pertinent Federal, State and local laws, codes and regulations relevant to payroll.
- **Skill in:**
 - Planning and prioritizing.
 - Observation and decision-making.
 - Organization and time management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Perform detail-oriented functions while multi-tasking in a fast paced environment.
 - Establish work priorities to ensure accurate and timely completion of job tasks.
 - Perform mathematical calculations and procedures.
 - Prepare and organize clear and concise reports.
 - Research and analyze complex payroll discrepancies.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

High school diploma/GED and two years of clerical/payroll experience to include entering time/absence data, identifying and adjusting payroll discrepancies utilizing PeopleSoft or related web-based software.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.