



# WESTMONT

## **Payroll Specialist**

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### **Human Resources**

#### **Position Summary**

Responsible for preparing and processing all college payrolls, and performing all functions related to payroll, ensuring legal compliance.

#### **Qualifications**

Requirements include: H.S. diploma and a minimum of 3-5 years of experience in payroll administration, BA preferred. Extensive knowledge of CA payroll regulations, practices & procedures; experience utilizing computerized PR systems; experience with UKG preferred. Advanced skills with MS Office Suite; demonstrated problem solving skills; multi-tasking skills to organize and prioritize simultaneous demands while meeting operating deadlines; ability to make mathematical computations with speed and accuracy; ability to compare numbers and detect errors efficiently; customer service orientation – ability to provide high quality, friendly service for all constituents; effective verbal and written communication skills. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations

#### **Responsibilities**

- Administrate payroll for approximately 300 salaried and hourly staff and faculty and 500 student employees in a timely and accurate manner.
- Ensure legal compliance related to CA wage and hour and payroll issues; keep HR/Payroll Team abreast of changes in wage and hour law and payroll updates
- Maintain the integrity of the archival filing system and electronic records on all new, existing and past employees.
- Trouble-shoot UKG software when necessary.
- Perform pre-audit preparation as needed for 403b retirement plan, workers compensation, and any other audits.
- Complete general data entry as needed for payroll purposes.
- Process special request off-cycle payroll checks and check voids.
- Coordinate leave payments such as SDI and Workers Comp
- Respond for third party employment verifications
- Prepare & distribute reports, including PTO, OT/DT, and Break Penalty reports
- Reconcile & submit quarterly P/R taxes, California New Hire Report, garnishments & levies and other payroll-related reconciliation or reporting tasks, in conjunction with UKG system.
- Maintain retirement database and remit funds to custodians
- Input/update tax withholding & direct deposit records
- Process and audit timecards including: identifying missing timecards and contacting supervisors; verifying eligibility for OT and meal breaks, etc. & contacting supervisors re policy



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- Coordinate the processing, distribution and reconciliation of W-2 forms with UKG
- Pay withheld gifts to United Way and report gifts by PR deduction to OCA
- Maintain personal computer loan records
- Perform online transfer of Direct Deposit and Pre-note files to the bank
- Process termination check lists and follow-up for final checks
- Act as a positive collaborator and solution finder on the HR/Payroll Team and attend staff meeting
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deed
- Other duties as assigned by supervisor

Reports to: Assistant Vice President for Human Resources



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