

Tableland Services, Inc. ~ Community Action Partnership for Somerset County

NAME:

FLSA STATUS: Non-Exempt

JOB TITLE: Human Resource & Payroll Specialist

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DEPARTMENT: Human Resources - Administration

OVERALL PURPOSE

This position assists with the human resource management and payroll processing.

ESSENTIAL FUNCTIONS

1. Assists with administration of the human capital management system

PERFORMANCE MEASURES:

- Meet with new hires to process and collect mandatory background clearances
- Start new hire process, assign onboarding experience and rollout user registration
- Schedule onboarding to finish in progress employee hiring, assign allocations & time off policies
- Monitor and maintain employee profiles; Personal, Employment, Pay, Time Off, Benefits and ACA
- Upload required employment documents into the Employees Profile
- Submit to Fiscal and IT new hire or position/department change information

2. Assists with preparation and processing of semi-monthly agency and participant payroll

PERFORMANCE MEASURES:

- Complete salary letters upon new hire, promotions and annually upload letter into system to obtain signed authorization then assign or adjust accordingly
- Calculate and enter all payroll adjustments or changes to salary or benefit dollars
- Review timecards for accuracy and approvals, lock timecards, and move time cycles
- Update employee allocations to ensure grants are properly charged for personnel
- Start new payroll, create hourly time batch, review to ensure accuracy then approve payroll
- Prepare information for applicable drawdowns and payroll transfers
- Maintain documentation for all adjustments, or changes to pay, benefit, or other related entries

3. Assists with annual open enrollment and maintain annual benefit elections.

PERFORMANCE MEASURES:

- Create PowerPoint for open enrollment
- Maintain a benefit enrollment and election files
- Meet with staff individually to complete benefit paperwork then make changes as selected
- Follow regulations on allowable qualifying event changes to benefits
- Monitor and reconcile all benefit dollar earnings versus expenses
- Provide staff with reports on benefit dollar disbursements
- Stay abreast with ongoing changes to benefit or health insurance laws
- Prepare employee census information
- Review and submit invoices for payment, 403B quarterly deposit reports
- Complete required 403B documentation for submission of agency's annual 5500 report

4. Assists with requests for position openings to begin recruitment

PERFORMANCE MEASURES:

- Review and update job descriptions with appropriate Program Director
- Announce openings on agency intranet, on-line hiring platforms and local newspapers
- Develop interview questions staying abreast with current interviewing trends
- Secure reference checks
- Send notifications to thank those interviewed and not selected

5. Assists with employee relation issues

PERFORMANCE MEASURES:

- Follow and stay abreast on all local, state, or federal employment regulations
- Provide notices and forms to anyone requesting FMLA time off from work
- Complete requested staff paperwork e.g., wage and employment verification, Act 168

6. Assists with preparation to complete employee termination

PERFORMANCE MEASURES:

- Upload letters of resignation or any termination information

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- Complete reconciliation of benefits and ensure any final disbursements are processed
 - Reconciliation of leave and ensure any final PTO payouts owed are processed
 - Terminations from agency 403B account and benefits enrollments

7. Attend required meetings and trainings.

PERFORMANCE MEASURES:

- Attend all meetings as required
- Attend trainings for continued and ongoing professional development

OTHER DUTIES

- Works collaboratively with finance on payroll processing
- Perform other related duties

SUPERVISION RECEIVED

Supervision is received from the Human Resources Director

QUALIFICATIONS

EDUCATION

- Bachelor's degree in related field preferred

EXPERIENCE AND/OR TRAINING

- Experience in human resource or payroll processing preferred

LICENSES OR CERTIFICATIONS

- None required

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of human resource laws and regulations
- High level of interpersonal skills to handle sensitive & confidential situations and documentation
- High level Excel, Word and PowerPoint
- Computer; database, Internet/E-mail
- Organization and Attention to Detail
- High level problem solving
- Independent judgement and discretion
- Manage multiple projects/tasks

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed 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 have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Human Resources Representative

Date