

University of Wisconsin-Whitewater

Position Description – Student Employment

Classification: Student Payroll Assistant

Department: Office of Human Resources and Diversity

Position Summary: Provide clerical assistance to the Payroll Department. Provide exceptional customer service and handle sensitive material with a high level of confidentiality. Complete administrative tasks that assist the Payroll Assistants, Manager, and Director. Develop a clear and advantageous understanding of LEAPs effect on our campus and successfully utilize these learned skills in the work force.

The Essential Learning Outcomes

KHC- Knowledge of Human Cultures and the Physical and Natural World

IPS- Intellectual and Practical Skills

PSR- Personal and Social Responsibility

IL- Integrative Learning

GOALS AND WORKER OBJECTIVES

30% A. Payroll Staff Assistant/Clerical Receptionist

A1. Continual service and support to the Payroll Assistants in areas including, but not limited to, miscellaneous payroll tasks.

A2. Organize the annual benefits fair with University Benefits Specialist.

A3. Audit payroll for accuracy, update payroll records on a regular basis and file payroll documents as needed.

A4. Distribute payroll edits to supervisors on campus using the ASG-Cypress software.

A5. Greet customers in person and on the phone, as well as assist those with the handling of paperwork and payroll related questions. (PSR)(IPS)

A6. Operate the front desk operations in a professional and constructive demeanor. (KHC)(IPS)(PSR)

25% B. Image Now/HRS

B1. Utilize ImageNow to scan and link paperwork before it's sent to archiving. (IPS)

B2. Enter missing student hire information into an excel spreadsheet and have personal interaction with supervisors and student employees. (IPS)

25% C. Service to the Campus and its Employees

C1. Work as a team to accomplish projects and administer changes within Payroll department, the Human Resources Office, and across campus. (IL)(IPS)

C2. Participate in the yearly LEAP workshops and the implementation of the HR/Payroll Student Employment LEAP initiative. (IL)(KHC)(IPS)(PSR)

20 % D. Other Duties as Assigned

D1. Under the direction of Office of the Human Resources and Diversity Director, HR manager or Payroll Assistant, perform other duties as assigned. (KHC)(IPS)(PSR)(IL)

Knowledge, Skills and Abilities:

-Familiarity in Microsoft Office:

- Excel, to create lists and maintain databases
- Access, ability to create data base and sort
- Word, including mail merge, label-making

-Willing to learn HRS system, ASG-Cypress software, and ImageNow

-Ability to work well alone and also as a team

-Familiarity with business style format for letters and envelopes

-Capable of multi-tasking and making decisions about competing tasks

-Capacity to take initiative

-Good oral and written communication skills

-Ability to interact respectfully with people from diverse socioeconomic, cultural and ethnic backgrounds.