Position #036056
Payroll & Benefits Specialist Advanced

Under general supervision this position serves as the ETF program area expert in the administration of state payroll using PeopleSoft including: Time & Labor, Absence management, leave accounting, etc. This work includes but is not limited to: administration of agency payroll; consultation to agency staff and problem resolution (e.g., system access, user ID issues, time/leave corrections, etc.; administration of state leave accounting information (e.g., pro-rating annual leave when appropriate, processing carry-over vacation requests, and year- end accounting activities, etc.); benefits administration (e.g., coordinating new employee orientation, advising on benefit programs and options, determining payroll adjustments or pre-payments, etc.).

Comprehensive benefits administration activities include, but are not limited to: coordinating new employee orientation (e.g., advising on benefit programs and options), determining payroll adjustments or pre-payments, assisting in reconciling payment reports, assisting supervisor in counseling separating employees (e.g., retirement questions and/or calculations of leave), etc.

The position will also be responsible for various insurance, tax, or payroll reports for reconciliation, action, and/or year-end processing (e.g., unemployment compensation requests, ICI, Federal & State Withholding, health, life, etc.); coordination with other payroll staff and finance is routine to complete this work.

The position may also be assigned other duties to ensure efficient bureau operations (e.g., special projects, staffing unit support, etc.).

Goals and Worker Activities

35% Goal A: Administration of ETF Payroll Operations.

A1. Verify accuracy of employee time and leave entries for completion, hours of work, overtime authorization, leave usage and other potential problems to ensure proper compensation. Coordinate with department supervisors to resolve errors, clarify correct employee hours, etc. for each pay period.

A2. Interpret statutes, rules, policies, and instructions related to payroll and leave issues for staff, mangers, supervisors and employees.

A3. Run various PeopleSoft audit reports (per pay period guidelines or as needed) to determine staff or supervisors who have not completed the pay period requirements.

A4. Initiate problem resolution, contacting central support or ETF as appropriate; follow-up on tickets to ensure close out when problems are corrected.

A5. Assist or guide employees and supervisors with entering retro adjustments when a change or error in leave type or work hours is needed as compared to the original entry. Once the retro adjustments have been approved by the supervisors, complete the necessary electronic salary or leave adjustment to be processed by DOA-Central Payroll.

A6. Perform a range of other related payroll transactions (e.g., POTTs, compensatory time cash payouts, verify pay adjustments to staff working over part-time FTE, record maintenance to adjust or correct leave records, etc.).

A7. Perform computations and maintain payroll and leave accounting records as needed (e.g., records of employees working hours different from their budgeted FTE and compute leave differential on a semi-annual basis; pro-rate leave due to LWOP, change in Exempt/Non-Exempt status; calculate Saturday holiday earned or lost; etc.).

A8. Process year-end leave accounting. Analyze and verify to ensure department employees leave balances are accurate.

A9. Perform other duties as assigned (e.g. complete employment verifications, enter deductions for parking, etc.).

30% Goal B: Administration of ETF Benefit Operations.

Bl. Provide benefits administration, reporting and counseling services including preparation of correspondence and COBRA applications for employees who terminate and retire.

As part of new employee orientation, advise new employees of benefit programs and employee options and assure continuation of benefits for transferring employees. Maintain an updated supply of benefit forms and brochures used as handouts for employees.

B2. Assist employees with e-Benefits processing of insurance selections and/or benefit claims. Review application information for accuracy and assist with timely processing to ensure employee coverage.

B3. Respond to employee inquiries pertaining to specific applications of insurance benefits.

B4. Deduct pre-payments from employee's pay check or request payment by check or money order from the employee for applicable insurances. Ensure no lapse in coverage for employees on leave of absence, lay-off or military leave.

B5. Prepare correspondence and the necessary paperwork for continuation of benefits/COBRA (e.g., termination, retirement, dependent loss of eligibility.).

B6. Analyze and audit Medicare requests as required.

B7. Counsel employees regarding their benefits and insurance, including but not limited to: retiring, employees going on a leave of absence, resignations, etc.

10% Goal C. Processing of deductions, prepayments, refunds, terminations, adjustments, and corrections for fringe benefits

C1. Audit various insurance applications (e.g., health, life, ICI, etc.). Determine appropriate coverage and premium deductions. Review evidence of insurability. Enter employee benefit elections when appropriate and audit payroll deductions.

C2. Prepare prepayments and/or refunds for various employee insurance options, ensuring no lapse in coverage for employee on leave of absence or laid off. Notify employees of amount of premiums and due dates and assist with PeopleSoft processing; consult with Finance staff as needed.

C3. Process documents required by the Department of Employee Trust Funds (e.g., health, life, ICI, etc.) for employees who are terminating. Calculate and process accumulated sick leave forms and prorated annual leave adjustments for retirees, terminating employees, and those going on leave of absence.

C4. Answer questions from employees concerning Wisconsin Retirement Fund, Social Security, state and federal taxes, and health, life, wage, and catastrophic insurance with regard to premiums, deductions from paycheck, coverage by each company, and dual and deferred enrollment plans.

C5. Monitor BAS activity report.

10% Goal D: Provision of Payroll & Benefits Technical Advice and Assistance.

D1. Provide training to new employees regarding vacation, personal holiday and sick leave benefits. Advise existing, terminating and retiring employees; entering time into PeopleSoft.

D2. Provide payroll and benefits orientation/or training to various sized audiences.

D3. Provide interpretation and consultation of department payroll/benefit policies and procedures to managers, supervisors and employees.

D4. As requested by HR, assist with complex and/or sensitive investigations when payroll or leave information is needed.

10% Goal E: Performance of query management, policy research, and documentation

E1. Recommend messaging for the monthly newsletter on tips on use of or updates to the PeopleSoft system. Draft messages for management review.

E2. Research statutes, codes, policies and procedures as needed to complete assignments; interpret and apply findings, consulting with management staff as appropriate.

E3. Document processes and/or write manual sections for reference by others.

5% Goal F: Miscellaneous Duties

F1. Prepare timely payroll articles for the agency newsletter regarding important fringe benefit, leave or salary information.

F2. Ensure and maintain strict confidentiality of employee data and information.

F3. Perform other duties as assigned.

Knowledge, Skills, and Abilities Required:

1. Knowledge of the State of Wisconsin payroll, fringe benefits, and leave accounting programs.
2. Extensive knowledge of PeopleSoft payroll system.
3. Knowledge and experience applying State payroll statutes, rules, procedures, and practices.
4. Knowledge and experience working with the State Civil service statutes, rules, regulations and principles related to payroll and benefits.
5. Experience with and knowledge of State fringe benefits for classified, unclassified, project, seasonal and limited term employees (e.g. retirement, health insurance, life insurance, catastrophic insurance, income continuation, workers compensation, unemployment compensation, sick leave, vacation, leave of absence, etc.).
6. Knowledge of and ability to interpret the provisions of the compensation plan.
7. Knowledge of unemployment compensation and workers compensation program laws, rules, policies, and procedures.

8. The ability to maintain strict confidentiality of verbal and written information and data.
9. Thorough knowledge and experience working with information systems and data (e.g. PeopleSoft, MyETF Benefits, etc.).
10. Knowledge of basic accounting and/or reconciliation principles and practices.
11. High level of skill in interpreting, analyzing and problem solving complex technical issues.
12. Knowledge and experience working with and complying with State and federal tax reporting requirements related to payroll and benefits.
13. Ability to counsel and advise Agency employees regarding benefits and retirement planning as it relates to continuation of items such as health insurance and the conversion of sick leave to pay for health insurance upon retirement.
14. Ability to communicate effectively both verbally and in writing.
15. Ability to provide effective customer service to internal and external stakeholders.
16. Ability to effectively prioritize and organize work assignments.
17. Ability to meet strict deadlines in an atmosphere where multitasking is a necessity.
18. Ability to work collaboratively in a team environment.
19. Ability to understand and comply with all ETF and enterprise security standards, policies, processes, and procedures.