

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE January 13, 1988
 LAST REVISION DATE July, 2002
 BAND & GRADE C-4-2-10

POSITION TITLE Payroll Manager

IMMEDIATE SUPERVISOR Coordinator of Accounting Services

Job Summary (Basic Purpose of Position)

To properly and efficiently prepare payroll working papers and reports assuring that each pay period will be completed on time.

SUPERVISOR

EMPLOYEE

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 CALCULATE, PREPARE AND DISTRIBUTE SEMIMONTHLY PAYROLLS. 1.01 Post and balance payroll totals. A. Calculate federal, state, TRA/PERA, social security and fringe benefit amounts to be withheld from adjusted payrolls. B. Balance regular payroll runs together with voided and adjusted checks to determine federal and state taxes to be paid in accordance with allowable deadlines. C. Prepare adjusted payrolls for lost checks and corrections. 1.02 Build and maintain employee payroll files in accordance with negotiated agreements. Determine pro-rated salary amounts when necessary.	B2 B2 B2	M 10% M 5% M 20% M 10% D 10%		KNOWLEDGE OF: 1. District policies and procedures 2. State and federal regulations for payroll withholding 3. Negotiated agreements 4. Telephone procedures 5. Mathematical procedures 6. Staff concerns 7. District employee insurance policies ABILITY TO; 1. Communicate with staff 2. Organize work 3. Maintain confidentiality 4. Work under pressure 5. Work with numerical data	1.01 A. Federal, state, TRA/PERA, social security and fringe benefit amounts to be withheld from adjusted payroll checks were calculated correctly. B. Regular payroll runs together with voided and adjusted payroll checks to determine federal and state taxes to be paid in accordance with allowable deadlines were calculated correctly. C. Adjusted payrolls consisting of voided and adjusted checks were prepared correctly. 1.02 Employee payroll files were built and maintained in accordance with negotiated agreements. Pro-rated salary amounts were determined when necessary.

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<p>1.03 Compute semimonthly pay rate and salary limit.</p> <p>A. Determine longevity and combine where applicable.</p> <p>B. Determine new pay rate and combine where applicable.</p> <p>C. Determine salary deducts and combine where applicable.</p> <p>D. Determine semimonthly voluntary deductons.</p>	B2	D 10%		<p>SKILLS:</p> <ol style="list-style-type: none"> 1. Operate CRT 2. Operate calculator 3. Operate copy machine 4. Operate computer 5. File 	<p>1.03 Semimonthly pay rates and salary limits were computed correctly.</p> <p>A. Longevity was determined and combined where applicable.</p> <p>B. New pay rate was determined and combined where applicable.</p> <p>C. Salary deducts were determined and combined where applicable.</p>
<p>1.04 Determine the most appropriate formula methodology to use reflecting an accurate calculation and payment of retroactive salaries and benefits for each employee group after late contract ratification.</p> <p>A Confirm and cost out fringe benefit package for each employee and reflect premium on payroll check.</p> <p>B. Compute total annual or monthly district fringe benefit allowance for each employee and apply to payroll.</p> <p>C. Compute fringe benefit balance to be paid by each employee for remaining pay periods in year.</p>	C4	A 10%			<p>1.04 The most appropriate formula methodology to use reflecting an accurate calculation and payment of retroactive salaries and benefits for each employee group after late contract ratification was determined.</p> <p>A. Each employee's fringe benefit package was confirmed and cost out and the premium was reflected on payroll check.</p> <p>B. Total annual or monthly district fringe benefit allowance for each employee was completed and applied to payroll.</p> <p>C. Fringe benefit balance to be paid by each employee for remaining pay periods in year was computed correctly.</p>
<p>D. Compute retroactive allowance for fringe benefits when applicable.</p> <p>E. Calculate employee's revised insurance premium when either a benefit or benefit allowance change is made during the year.</p>	B2	A 5%			<p>D. Retroactive allowance for fringe benefits when applicable was computed correctly.</p> <p>E. Employee's revised insurance premium when either a benefit or benefit allowance change was made during the year was calculated correctly.</p>

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1.05 Calculate, prepare, and distribute semimonthly payroll.	C4	M 10%			1.05 Semimonthly payroll was prepared and distributed a timely manner.
A. Determine necessary timelines for processing each payroll and distribution of payroll checks.	B2	M 2%			A. Necessary timelines for processing each payroll and distribution of payroll checks were determined in a timely manner.
B. Verify personnel payroll forms for proper account numbers and other information. Correct errors as necessary.	A1	D 2%			B. Personnel payroll forms were verified for proper account number and other information. Errors were corrected when necessary.
C. Prepare and balance all payroll reports including quarterly wage reports, W-2's, TRA and PERA within state and federal guidelines.	C4	M 10%			C. All payroll reports were prepared and balanced.
D. Maintain payroll general ledger accounts.	C4	M 9%			D. Payroll general ledger accounts were maintained for correctness.
E. Process and balance monthly statements for employees insurance and tax sheltered annuity obligations.	B2	M 20%			E. Monthly statements for employees insurance and tax sheltered annuity obligations were processed and balanced correctly.
F. Prepare diskettes and transmit via the internet direct deposit, flex, TRA and PERA after each payroll.	B2	M 4%			F. The monthly diskettes were transmitted to cover the month's direct deposit, flex, TRA and PERA.
1.06 Prepare statistical data when requested.	B2	D 4%			1.06 Statistical data was prepared when requested.
1.07 Supervise and evaluate payroll clerk.	C4	D 15%			1.07 Payroll clerk was supervised and evaluated each year.
1.08 Meet with new employees regarding payment and benefit choices.	B2	M 5%			1.08 Payroll payments and benefit choices were explained to new employees in the district.
1.09 Process insurance applications, changes, monitor eligibility of insurance, COBRA extended benefit.	B2	M 5%			1.09 Insurance applications and changes were monitored as was the eligibility.

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<p>1.10 Collect and review maximum exclusion allowance calculations for 403B's annually. Collect and process flex benefit program annually.</p> <p>1.11 Process and calculate garnishments and child support amounts to be withheld and paid.</p> <p>1.12 Meet with retirees, process severance agreements and payments, and benefit options.</p>	<p>C4</p> <p>B2</p> <p>B2</p>	<p>A 2%</p> <p>M 2%</p> <p>A 2%</p>			<p>1.10 Maximum Exclusion Allowance calculations were turned in annually for all 403B participants. Also, flex benefit applications were collected and sent to Region I.</p> <p>1.11 Garnishments and child support amounts were calculated, withheld and submitted to proper authority.</p> <p>1.12 Severance agreements, payments and benefit options were explained to district retirees.</p>