



## Home Department Payroll Supervisor Job Description

### JOB INFORMATION

Job Code:	113305
Job Title:	Home Department Payroll Supervisor
FLSA Status:	Exempt
Supervisory:	
Job Family:	HD - HR/Payroll Administration
Job Family Group:	Human Resources
Management Level:	6 Supervisor

### JOB SUMMARY

Supervises all payroll functions of a home department payroll, unit of a school, department, or a facility. Reports directly to the department chair, senior business officer, or a Human Resource personnel officer.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Related undergraduate study	
	X	Bachelor's degree	

#### Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	3 years	

#### Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Payroll experience preferably in a university setting.

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Supervises payroll processing ensuring that payroll transactions are delivered in a timely fashion and in accordance with regulations, policies and procedures. Responds to questions from faculty, staff and student workers regarding payroll matters and assists in resolving related problems.				
Serves as the initial school or department contact in the research and resolution of payroll problems. Interfaces with the University Compensation and Payroll Offices to resolve problems and assists employees in obtaining information and services. Conveys information to employees when appropriate or refers them directly to the personnel services or payroll offices.				
Recruits, screens, hires, trains and directly supervises subordinate staff, student workers, volunteers, and interns. Schedules and assigns work. Assesses performance and provides feedback, counseling or discipline, as needed. Terminates employees as necessary.				
Oversees preparation and processing of all payroll documents and reports for staff and/or faculty in terms of accuracy, completeness and timeliness. Ensures all documents are in compliance with governmental and agency requirements.				
Assists in interpretation of payroll policies and procedures and advises staff and/or faculty on payroll-related issues.				
Oversees maintenance of confidential personnel database and files including new and terminated employees for the school, department or facility to ensure compliance with established guidelines, policies and pertinent laws.				
Oversees maintenance of employee attendance records in manual and/or automated systems. Monitors distribution of payroll checks. Advises staff in resolving questions and discrepancies related to pay.				
Tracks home department compensation budget(s) and reconciles to Account Status Reports. May establish and monitor personnel cost rates for rebillables.				
Researches payroll information, compiles data for analysis and produces standard and ad hoc reports for management.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.