



## JOB INFORMATION

Job Code:	113217
Job Title:	Payroll Specialist
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Payroll
Job Family Group:	Accounting, Finance and Banking
Management Level:	7 Individual Contributor

## JOB SUMMARY

Performs wide variety of tasks related to the set-up, processing, taxation, preparation, direct deposit and delivery of payroll checks and stipend checks for non-resident alien students. Serves as payroll liaison to assigned home departments.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
	X	Associate's degree	

### Additional Education

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

Combined experience/education as substitute for minimum education

### 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.

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Payroll or general office.
X		Demonstrated interpersonal skills.

### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides service to assigned home departments. Answers policy and procedure questions. Investigates and resolves complex payroll problems according to FSLA, California State Wage and Labor Code, INS and IRS regulations, and university policies and procedures. Trains home department coordinators in the use of on-line applications as needed.				
Performs on-line processing of payroll check requests and distributes all monthly and bi-weekly payrolls to home departments. Processes termination documents and final checks. Pulls checks and advice slips for special routing or handling.				
Sorts, prioritizes, reviews for accuracy and processes incoming payroll/personnel documents.				
Audits I-9 documents to ensure compliance with Immigration Reform and Control Act (IRCA) requirements. Follows up on problem I-9's, notifies Home Department Coordinators and Senior Business Officers of all I-9 violations.				
Prepares and processes payroll documents for non-resident aliens in accordance with Federal INS and IRS regulations. Updates system according to tax treaties and keeps home department informed of all tax treaty changes.				
Requests, tracks and processes Alien Questionnaires (Form 1001) for non-resident alien students receiving non-qualified or qualified scholarships. Updates the payroll system with qualified scholarship data from Student Information Systems for calendar year end issuance of Form 1042S.				
Processes new-hire packages, exceptions, transfers and promotions. Inputs information to online system to establish taxation status. Researches missing documentation or discrepancies.				
Processes, verifies and updates direct deposit applications, pre-notifications and changes in check depositions. Responsible for pre-note and EFT live dollar transmissions to originating bank.				
Reviews departmental on-line hand drawn checks for compliance to university policies and procedures prior to check signature.				
Processes all stop payment orders through on-line system with Bank of America (BAMTRAC). Re-issues all stop checks.				
Assists with College Work Study (CWSP) Certification process.				
Maintains records and statistics for all general payroll processes (e.g., IRCA, direct deposit, stop payments, bank reconciliations). Maintains and updates the Payroll User's Guide and distributes to all User Guide owners.				
Prepares periodic reports for management on matters such as the number and nature of problems with returned documents.				
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.