



## JOB INFORMATION

<i>Job Code:</i>	113304
<i>Job Title:</i>	Field Payroll Analyst
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	HD - HR/Payroll Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Oversees the daily operation of assigned payroll sub-unit(s). Advises and assists management in the strategic administration and review of all payroll transactions and activities for single or multiple school(s), division(s), or department(s). Reviews and analyzes data to ensure appropriate application of policies, procedures and regulations. Conducts payroll forecasts to analyze budget variance, as requested. Consults with internal clients to ensure payroll transactions and activities are in compliance with university policies and procedures and trains users. Supervises at least two full-time employees or the equivalent.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

### Additional Education

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

X Combined experience/education as substitute for minimum education

### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Payroll experience in a position such as a technician, coordinator, analyst or supervisor.
X		Skilled in payroll processing with knowledge of applicable federal, state, and local regulations.
X		Demonstrated organizational, interpersonal and communication skills.

## Other Job Factors

### JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Oversees the daily operation of assigned payroll sub-unit(s). Advises and assists management in the strategic administration and review of all payroll transactions and activities for a school, division or department. Has responsibility for the review and analyses of data to ensure appropriate application of policies, procedures and regulations.				
Supervises at least two full-time employees or the equivalent. Recruits, screens, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.				
Schedules, assigns, and prioritizes workloads on a daily basis. Sets appropriate goals and deadlines. Ensures timely completion of unit's work. Assigns and monitors progress on work assignments and special projects.				
Oversees the review and maintenance of single or multiple school(s), division(s) or department(s) monthly and biweekly payroll/accounting transactions, activities and records in Workday. Consults with internal clients to ensure payroll transactions and activities are in compliance with university policies and procedures. Monitors, reviews, verifies and audits moderate to complex payroll transactions for accuracy, completeness, timeliness and integrity of supporting documentation. Follows-up to ensure all payroll transactions including incomplete paperwork or inappropriate requests are addressed in accordance with established policies and procedures. Ensures compliance with federal, state, and local regulations and agency rules.				
Has responsibility for the research, compilation and analyses of payroll data. Produces standard and ad-hoc reports for management. Identifies deficiencies and collaborates with management on recommendations for corrective action to strengthen controls, improve operations and reduce costs. Appraises and tracks the adequacy of subsequent action taken to improve deficient conditions. Makes revisions, as requested.				
Assists in interpretation of payroll policies and procedures and advises faculty and/or staff on payroll-related issues.				
Reviews, verifies, audits and analyzes monthly payroll reports (e.g., validation reports, payroll projections, payroll results). Ensures reconciliation of accounts after payroll runs. Ensures processing of payroll expense transfers to allocate funds correctly, as needed or requested. Reconciles and tracks biweekly timesheets. Determines calculations for payroll checks and termination pay, as needed. Oversees submission of on demand check requests for late and additional payments due employees, as appropriate.				
Serves as a second level contact in the research and resolution of moderate to complex payroll problems, as assigned. Oversees the reconciliation, investigation and troubleshooting of payroll related transactions to resolution. Interfaces with department clients and the university Human Resources Administration, HR Shared Service Center and Payroll Offices to identify problems and assists department coordinators and supervisors in resolving processing issues. Conveys information to employees when appropriate.				
Develops and conducts training classes, sessions and/or workshops for users, as needed. Provides technical expertise to faculty and/or staff in identifying and troubleshooting payroll issues. Answers questions and assists with unusual or moderate to complex payroll situations.				
Has responsibility for preparation and processing of all payroll documents and reports for faculty and staff in terms of accuracy, completeness and timeliness.				

### 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		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.

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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.