Payroll & Benefits Specialist
Position Summary

Under the direct supervision of the Payroll & Benefits Program Supervisor, this fulltime position is responsible for processing payroll and benefits for all employee classifications for the University of Wisconsin – Eau Claire. This position also directly provides detailed information, advice and counsel to UWEC Employees, their representatives and their survivors about the employee benefits available to them throughout their career with the UW and upon retirement.

A.  Process University Employee Payroll

A1. Prepare, compile and distribute payroll for all University Faculty, Academic Staff, University Staff, University Staff Temporary employees and student employees. Audit hours submitted and work with department supervisors to meet strict deadlines as required due to electronic file transfer procedures.

A2. Verify timesheets, process lump sum payments, calculate all miscellaneous payment types and review for accuracy.

A3. Audit and correct preliminary payroll edit. Review any discrepancies and ensure the corrections are completed prior to the payroll confirm.

A4. Perform all payroll data entry into HRS.

A5. Verify all leave requests and work with department supervisors to ensure that absences are approved on a timely basis to meet payroll deadlines.


B.  UW Benefit Program Administration

B1. Conduct benefit orientation sessions as necessary for all new employees, review Benefit Applications for completion and accuracy, complete employer section and date stamp when received.

B2. Communicate benefit information either in writing or verbally, ensuring thoroughness and effectiveness in explaining alternatives to consider in making decisions and exercising benefits rights.

B3. Provide counseling to employees on leave of absence to ensure employees have adequate and correct information regarding eligibility and requirements to continue benefits.
**B4.** Provide benefit counseling information/materials for live events counseling such as marriage, divorce, births, deaths, etc.

**B5.** Monitor and review policies, procedures, statutes and pending legislation on employee benefits and provide input to management on suggested changes.

**B6.** Assist in development of new counseling techniques and materials to employees and departments.

**B7.** Assist in developing tools to evaluate current and new techniques, materials and delivery systems in order to continually improve the service to customers.

**B8.** Counsel and assist employees and their families regarding procedures for the continuations of benefits following divorce, termination, retirement, etc.


**B10.** Coordinate Grad Assistant Benefit Program each fall and schedule meeting to go over benefits.

**B11.** Coordinate disability benefits with ETF, Social Security, Aetna, physicians and employee

**B13.** Assure the appropriate amount of benefit publications and forms are available

**B14.** Assure that benefits packets are available and up to date

**B15.** Coordinate efforts with Payroll Specialists to assure proper handling of all benefits.

**C. Miscellaneous Payroll & Benefits Duties**

**C1.** Prepare Retirement Certificates

**C2.** Complete Rehired Annuittant forms for ETF

**C3.** Administer electronic GIS I9 process for all Unclassified, University, and University Temporary Staff

**C4.** Assist Payroll & Benefits Program Supervisor and Human Resources Director with any other duties as assigned and also offer support to co-workers as they need assistance.
KNOWLEDGE, SKILLS, AND ABILITIES:

Required:

- Experience working in a payroll setting
- Knowledge of complex payroll policies and procedures such as: Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Worker’s Compensation.
- Knowledge of compensatory matters and pay schedules.
- Ability to maintain confidentiality to maintain the integrity of payroll and human resources practices.
- Exceptional oral, written and interpersonal communication skills and public relations skills.
- Ability to maintain a high level of professionalism in communicating and working effectively with a diverse variety of internal and external contacts.
- Ability to analyze complex issues and to use discretion in responding to confidential matters.
- Ability to balance initiative, consultation, and taking directions.
- Ability to meet deadlines.
- Ability to maintain effective flow of information.
- Ability to research and gather information.
- Ability to demonstrate modern office practices and procedures.
- Ability to work independently with exceptional organizational, problem solving prioritizing, multitasking, and decision making skills.
- Knowledge of Microsoft Suite (Word, Excel, PowerPoint, Outlook).
- Experience utilizing an HRIS system

Preferred:

- Experience working in a higher education payroll setting
- Experience utilizing PeopleSoft HRIS system