

UNIVERSITY OF KENTUCKY FEDERAL CREDIT UNION

JOB DESCRIPTION

Title: Payroll and Benefits Specialist
Department: Human Resources
Reports to: Director, Human Resources
FLSA: Non-exempt
Job Grade: 7

Job Purpose: Provides service to the credit union by assisting with recruitment and selection, orientation and training, payroll, benefits, cost control, corporate culture/morale, and other duties as necessary.

Essential Job Results:

JOB SPECIFIC RESULTS

1. Assists with facilitation of effective employee recruitment and selection by assisting in the development of recruitment advertising; representing UKFCU at career fairs and other recruitment functions as directed; responding to applicants as directed and appropriate; scheduling applicants for interviews as directed; performing background and reference checks on applicants being considered for hire; assisting in the preparation of the EEO-1 report; verifying and processing related invoices for payment as directed and appropriate; maintaining related applicant files and databases; maintaining related employee confidential files and databases.
2. Assists with facilitation of effective employee orientation and training by preparing orientation and training materials; serving as back-up to the Human Resources Director and Training Specialist in the orientation of new employees and the training of current employees on non-job-specific topics; verifying and processing related invoices for payment as directed and appropriate; maintaining related training files and databases.
3. Oversees management of payroll functions under supervisor's direction by processing regular credit union payroll in a timely manner, including the following tasks: entering new employees, deleting terminated employees or making employee changes as directed and appropriate; collecting payroll punches; creating and distributing reports to supervisors for the purposes of payroll processing and performance management; making corrections to payroll punches as directed and appropriate; preparing payroll file for transmission to payroll processing vendor; processing wage garnishments as directed and appropriate; tracking disability pay as directed and appropriate; facilitating timely delivery of information to accounting department as appropriate; handling related payroll tasks (401(k) elections, section 125 plan contributions, and others); monitoring payroll for contract temporary workers; verifying and processing related invoices for payment as directed and appropriate; maintaining related attendance and payroll files and databases.
4. Oversees management of benefits functions under supervisor's direction by assisting with employee enrollment and dis-enrollment in company sponsored and provided benefit and benefit continuation plans during open enrollment, new employee orientation or during changes in family or employment status; communicating with vendors to ensure timely enrollment and dis-enrollment as appropriate; verifying and processing related invoices for payment as directed and appropriate; maintaining related benefits files and databases.

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5. Completes other duties, including clerical and routine duties by assisting with the maintenance of personnel files and other human resources related documents and materials, including, but not limited to establishing new employee files, maintaining employee files as current (including termination files), updating databases and other files. Also, prepares documents, files and materials as directed and necessary; collects data/research information as directed and necessary; assists in communicating and promoting key elements in the strategic framework (mission, core values and guiding principles, vision, strategy, corporate culture, diversity awareness and appreciation, morale and spirit, etc.) as directed and necessary; assists with the performance appraisal process as directed and necessary; assists with projects as directed and necessary.
6. Assists with the maintenance of effective cost controls by seeking ways to improve operational effectiveness and monitoring general ledger accounts as directed to ensure consistency with budget and to explain any variances.
7. Advises management with regard to employee morale, general organizational culture and compliance with core values and guiding principles by making management aware of any concerns as they arise and offering suggestions and recommendations as appropriate.

GENERAL STAFF RESULTS

1. Maintains member and employee confidence and protects operations by keeping information confidential and sharing on a business-related as-needed basis only.
2. Engages in problem resolution by clarifying the member's and/or employee's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution; and keeping the supervisor informed of problems and solutions.
3. Complies with UKFCU policies and procedures by enforcing and adhering to internal UKFCU procedures and board-established policies.
4. Complies with federal, state and local regulations and legal requirements (including those relating to human resources functions) by enforcing and adhering to requirements.
5. Maintains professional and technical knowledge (including knowledge of human resources topics) by maintaining an awareness of competitors' rates and terms, industry trends and technology; attending staff meetings; identifying opportunities to attend seminars that enhance skills and maintain knowledge of new products that could assist in improving operational effectiveness; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; and participating in professional societies.
6. Contributes to a team effort by accomplishing corporate and individual goals and other related results as needed.

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MINIMUM REQUIREMENTS

- Six months to two years of similar or related experience.
- High school diploma or equivalent.
- General PC and computer keyboarding experience.
- Ability to communicate with others one-on-one and in groups, fielding questions.
- Ability to add, subtract, multiply and divide all units of measure using whole numbers, fractions and decimals with American currency, and to apply these concepts to practical solutions.
- Ability to compute rate, ratio and percent with American currency, and to apply these concepts to practical solutions.
- Ability to define problems, collect data, establish facts and draw conclusions while dealing with a variety of concrete variables.
- Ability to write reports, correspondence and procedures.
- Ability to work independently.

PLEASE CONSULT YOUR SUPERVISOR OR INTERVIEWER TO REVIEW A DESCRIPTION OF THE WORK ENVIRONMENT AND PHYSICAL DEMANDS OF THIS POSITION.

The intent of this job description is to provide a representative summary of the types of results that will be required of the positions given this title, and shall not be construed as a declaration of the specific responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically outlined in this description.

Employee Acknowledgement Date

Supervisor Acknowledgement Date

FOR CANDIDATES:

Candidate Acknowledgement Date

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION WITH OR WITHOUT ACCOMMODATION?

Yes No

IF YOU REQUIRE AN ACCOMMODATION, PLEASE DESCRIBE BELOW, OR INFORM YOUR INTERVIEWER:
