

Payroll/HR Systems Coordinator

Job LocationsUS-NJ-Camden

ID

2024-6799

Category

Payroll

Location

TMO - Payroll NJ

Schedule

Full-Time

Type

Regular

Overview

The Michaels Organization is a national leader in residential real estate offering full-service capabilities in development, property management, construction, and investment. At Michaels, our teammates strive to fulfill our promise of creating communities that lift lives – ones that jumpstart housing, education, civic engagement, and neighborhood prosperity. With this passion at the forefront of our business, Michaels teammates can be proud to be a part of the extraordinary, every day.

The Payroll/HR Systems Coordinator will be responsible for processing multi-state payroll for a portfolio of 300-350 teammates. This would include processing new hire information, terminations, employment verifications, unemployment forms and garnishments. Ensure that all teammates in their portfolio are paid accurately and on time.

Additionally, this role will assist in ensuring the Human Resources Management System is supported functionally and ensure the data that flows to and from subsequent systems is accurate. The Payroll/HR Systems Coordinator will collaborate with HR functional leads, the Information Technology department, vendors, as well as overall company workforce to supply proper business documentation, engage process improvement, and deliver reports to assist in business decision making. The Payroll/HR Systems Coordinator will also perform quality assurance testing on all new HR system changes and ensure readiness before moving to HR business partners for unit acceptance testing.

Responsibilities

1. Input new hire information into the Human Resources Management System
2. Process terminations and ensure their last payment is processed according to state regulations
3. Complete employment verifications and unemployment forms

4. Set up wage garnishments as needed
5. Ensure all timecards for employees in their portfolio are complete and approved before payroll processing.
6. Create/Modify HR Reports: Develop basic employee data reports. Modify complex reports created by HR Systems Manager and meet reporting deliverables requested by organization on a weekly, monthly, and/or annual basis.
7. Data Auditing: Run employee data audits to maintain data integrity. Work with Payroll Admin to ensure proper update and/or correction of data in core HRM System.
8. Business Requirement and Job Aid Documentation: Assist HR Systems Manager with creation and maintenance of existing business requirements and/or job aids. Create user guides to support both
9. internal and external system process changes. Ensure documents are up-to-date and placement on company intranet is accurate and secure.
10. Tier 1 System Support: Acts as the first tier of support with workforce when new HR system processes are released. Support the organization with daily system questions, BAU (business as usual) issues and system access when needed.
11. Performs other related duties within the scope of the classification.

Qualifications

Required Experience:

- 3-5 years of experience working as a Payroll/HRIS professional.

Required Education/Training:

- Bachelor's degree in business, computer science, or related field preferred.

Required Skills and Abilities:

- Proficiency in Microsoft Excel (pivot tables, v-lookup, excel functions, and formulas).
- Prior experience developing and generating reports & analytics.
- Strong attention to detail
- Strong problem solving and analytical skills.
- Ability to work with highly confidential information.
- Communication and organization skills.

Working Conditions:

Work is performed primarily in an office setting with extensive time spent at a computer workstation. Works in an environment with frequent interruptions. Some travel to professional meetings required.

Salary Range Information

The range displayed on each job posting reflects the targeted base salary for the position. Within the range, individual pay is determined by work location and additional factors, including job-related skills, experience, and relevant education or training.

Rewards & Benefits

We know Michaels' promise of lifting lives starts with our teammates, so making sure every single teammate is happy, healthy, and set up for a successful future is important to us. As part of our team, you will enjoy a competitive wage, a comprehensive benefit package which includes Medical, Dental, Vision, prescription, etc., generous paid time off, a 401 (k) plan with a company match, and so much more:

- Help make the world a better place in a team-oriented environment.
- Grow with our organization through various professional development opportunities.
- Collaborate and thrive in a company culture where all are welcome

Michaels teammates make a difference in the lives of residents, colleagues, and the communities where we live and work every day.

Come join our team. You're going to love it here!

Salary Range

N/A

COME GROW WITH US!

Didn't find what you're looking for? Join our Talent Community to be kept up to date with our latest job opportunities. [Join our Talent Community](#)

Apply: <https://careers-tmo.icims.com/jobs/6799/payroll-hr-systems-coordinator/job?mode=view&mobile=false&width=939&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>