Job Title: Payroll Administrator
Department: Human Resources
Reports To: **HRIS/Benefits/Compensation** Manager

SUMMARY

The primary responsibility of the Payroll Administrator is to perform all activities related to payroll processing for our US population, approximately 1,000 employees. This individual serves as a payroll subject matter expert and ensures operational excellence in payroll and time management systems and processes. In addition to accurately collecting time from the time keeping system to generate payroll, key duties include execution of wage garnishment, running various reports, and auditing of payroll records to ensure compliance with all Federal and State regulations. The Payroll Administrator will also support other cross functional projects within HR as assigned, including all reporting, both scheduled and ad hoc.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.   Other duties may be assigned.   Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

- Payroll processing for non-exempt and exempt personnel in a 24/7 shift operation. Accurate application of shift differentials, upgrades, increases, call in pay, etc.
- Serves as backup for processing of exempt and non-exempt payroll for additional locations (approx. 200 employees)
- Maintenance of records as internally and externally required.
- Provide/review information as necessary for internal and external audits.
- Work with management personnel to reconcile timekeeping issues related to payroll.
- Possesses in-depth understanding of Payroll system (Ultipro or similar system) and timekeeping system (KRONOS).
- Streamline collection of data related to payroll processing (vacation time, overtime, etc.)
- Work with supervisors, managers, and general employee population.
- Support and/or lead special projects as directed
- Other support related duties within the HR/Benefits/payroll department

EDUCATION AND WORK EXPERIENCE

- A high school diploma required; secondary education preferred
- Three plus years payroll/HR experience required preferably in a manufacturing environment with multiple pay rules
- Must have experience with Ultipro (or similar system) and KRONOS timekeeping
- Fair Labor Standards Act education/certification preferred
- Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities

This description reflects the principal functions of the job for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements of the job nor shall be construed as giving exclusive responsibility for every function described.