THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title SENIOR UNIVERSITY PAYROLL ANALYST
Title Codes 04813 Annual (Full-Time)
FLSA Status Level 1 Non-Exempt, Levels 2 Exempt
Date Issued 10/17/2017

General Duties and Responsibilities

Under limited supervision oversees and performs a wide variety of record keeping and payroll processing activities. Assigns and directs a team of payroll professionals, ensuring adequate resources to meet department and university deadlines. Responsibilities may include making corrections to documents ensuring they are acceptable for processing or escalation to a higher level when appropriate. Level II Senior University Payroll Analysts will also assist the Director in overseeing, coordinating and auditing CUNY’s payroll services and systems. Supervise one or more Level I University Senior Payroll Analysts to ensure the college payroll actions are processed accurately and timely. Performs related work.

Qualification Requirements

Assignment Level

All Levels
- Requires a High School Diploma or GED and 6 years of payroll or payroll related experience, 2 years of which should have been in a supervisory capacity CUNY considers full-time experience to be 35 hours per week. Experience that is less than full-time and more than 20 hours per week can be prorated at 50% (e.g., two month’s related work experience at 20-35 hours per week equate to one month’s full-time related work experience.); OR

- Graduation from a regionally accredited or New York State registered community college with an Associate’s Degree in a finance or HR related field and 4 years of experience, 2 years of which should have been in a supervisory capacity; OR

- Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor’s Degree in a finance or HR related field and 2 years of supervisory experience within a payroll or payroll related department.

Level 2
- Two additional (2) years of payroll or payroll related experience, for a total of 8 years.
General Work Tasks

Assignment
Level 1

ADMINISTRATIVE:

- Assist in developing the business continuity plan for the University payroll unit.
- Assists in the development and reporting of performance measurement initiatives.
- Uses a variety of queries, internal controls and reports to confirm that they are complete and prepared in accordance with applicable laws, rules and regulations.
- Develops internal controls, identifies risk assessments, and institutes approved corrective measures.
- Develops and maintains documentation of procedures, policies and computer audit applications.

AUDITING:

- Conducts post audit of subordinates’ salary determinations; ensures accuracy, compliance and completion of audits within established deadlines.
- Designs and conducts regular audits of pay factors such as shift differentials, to ensure employees are receiving all payments that they are entitled to receive in accordance with negotiated agreements, and CUNY rules and regulations.
- Documents procedures for audit reviews and changes in business practices; interprets language of union contracts for payroll processing; reviews and analyzes payroll data for system processes and changes; reviews and analyzes payroll-related documentation.
- Monitors payment and processing activities to detect data errors, determine causes, and develop and implement solutions.
- Performs periodic internal audits of various payroll areas and prepares materials for external or internal auditors.
- Provides assistance to other audit staff and customers and determines corrective action for audit problems.

PROCESS:

- Oversees the review and analysis of the payroll processes.
- Identifies and escalates payroll related problems to management when necessary.

RESEARCH

- Performs data analysis to identify areas of fraud, waste and abuse.
- Serves as a subject matter expert on payroll projects and studies.

SUPERVISION

- Assigns work to staff according to the knowledge level of the incumbents, providing specific instructions, as needed; directs the daily work of less experienced payroll staff.
- Monitors payroll system production schedules and processing deadlines; ensures adequate resource availability to meet deadlines and processing schedules.
- Reviews work of subordinate staff, double-checking calculations and proofreading data entry as needed to ensure accuracy.
- Answers questions and advises staff on an ongoing basis to address unusual payroll issues.

TECHNICAL

- Designs and maintains custom queries and reconciliation reports necessary to audit deduction processes, provides an accounting of payments and ensures the accuracy of information provided.
- Implements established changes in procedures and workflow as necessary to improve effectiveness and efficiency.
TRAINING

- Conducts training classes for campuses and internal payroll staff.
- Participates in, and develops training resources for payroll related training sessions.

Assignment
Level 2

In addition to performing the tasks of level I, Level II Payroll Officers responsibilities will include:

Administrative:

- Reviews and interprets contractual agreements/provisions and Payroll Bulletins for implementation and update
- Develops and maintains reports and queries.
- Follows up on requests for information; investigates and troubleshoots payroll discrepancies.
- Researches and prepares service and salary history reports

AUDITING:

- Oversees payroll staff in conducting audits and analyzing employee payroll information
- Insures that payroll is processed in accordance with the guidelines, University policies, practices and procedures
- Assists Payroll Director in identifying team goals and objectives for annual review

PROCESS:

- Ensures payroll actions are processed efficiently, accurately to meet payroll processing deadlines.
- Recommends process improvements and implements these changes when approved by the Director.
- Assists in implementing the salary elements of union contracts and contractual increases.
- Analyzes and prepares requested payroll transactions in payroll systems
- Processes special payroll transactions such as W-2 corrections and duplicates and replacing lost or expired paychecks
- Assists with auditing bi-weekly payroll data and managing contractual deadlines for various payrolls

MANAGERIAL

- Manages one or more University Payroll units.
- Provides problem resolution on day to issues on behalf of the unit and the Director.
- Represents University Payroll when communicating and resolving issues with the campuses, New York State Office of the Comptroller, New York City Office of Payroll Management, University staff and executives.
- Manages workload and redistributes as needed to meet payroll deadlines.
- Insures that payroll is processed in accordance with the guidelines University policies, practices and procedures
- Assists Payroll Director in developing teams’ goals and objectives for annual review

Direct Lines of Promotion

FROM: University Payroll Analyst (04812) TO: None