



Finance, Budget & Planning Job Family: **Payroll Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Payroll Associate III INDIVIDUAL CONTRIBUTOR	Assistant Director Payroll MANAGEMENT	Director Payroll MANAGEMENT
Schedule and process the biweekly payroll operation including time collection, pay line entries, deductions, reversals, retro payments, off-cycle checks, check distribution and error correction. Plan and schedule production requirements and monitor system performance.	Manage and plan the biweekly payroll operation including time collection, pay line entries, deductions, reversals, retro payments, off-cycle checks, check distribution and error correction. Plan and schedule production requirements and monitor system performance.	Implement and plan payroll policies and production schedules in accordance with mandated deadlines; design and implement payroll systems and enhancements.
Provides training to the payroll staff on proper steps for Payroll Input and entering pay data for on-demand payments. Trains back-up staff to ensure 100% task coverage during periods of unavailability.	Deliver individual and team performance expectations and formal and regular performance feedback. Ensure team has appropriate training and development goals are established and met annually.	Direct and manage strategic direction of staff ; set department performance and development expectations
Communicates daily with all other Workday Payroll users to ensure they are up to date with current payroll practices and future releases that impact payroll processing.	Recommend and communicate practices, procedures and operating policies that are consistent with or enhance existing University and College policies and procedures. Ensure development of required procedures which comply with government regulations and University policies	Establish and implement procedures and operating policies that are consistent with or enhance existing University and College policies and procedures. Ensure development of required procedures which comply with government regulations and University policies
	Supervise tax withholding, tax payments and reporting for citizens, residents and foreign nationals. Oversee tax deposits /returns with multi-state registration and tax codes.	Establish procedures and ensure deductions are in conformity with applicable regulations, prepare wage and deduction reports for internal and external compliance agencies. Oversee development and submission of electronic NYS notice for payroll tax remittance.
	Manage annual W2 and 1042S processing ensuring timely reporting to employees and government agencies	Oversee W2 preparation

Payroll Associate III INDIVIDUAL CONTRIBUTOR	Assistant Director Payroll MANAGEMENT	Director Payroll MANAGEMENT
Ensures the semi-monthly and bi-weekly payroll integrations from Workday to KFS have posted correctly to the KFS Labor Ledger and the General Ledger without errors. Identifies any out of balance issues to determine cause, corrects and submits entries to KFS to balance the payroll. Determines corrective action needed to fix issues so repeat occurrences do not create out of balances.	Research, analyze and recommend best practice methods for improving efficiencies; manage timely remittance of payroll deductions to federal and state government and other entities as required.	Develops and monitors operating standards to provide the highest level of service, effectiveness and efficiency. Ensure timely remittance of payroll deductions to federal and state government and other entities as required
	Advise and collaborate with departmental managers to ensure compliance to payroll reporting	Partner and advise University leadership to significantly contribute to overall direction for the delivery of university data to the entire campus.
	Represent the University on various local committees.	Represent and develop effective relationships with college and University leadership as well as at the state and federal level.
Performs payroll data analysis to detect unusually high or lower than expected balances for earnings or deduction codes. Works to identify the cause of any questionable amounts and fixes identified issues prior to the completion of applicable payrolls.	Manage payroll system tables including new or changed earning, deductions, rate tables, tax tables, etc.	Oversee payroll system tables including new or changed earning, deductions, rate tables , tax tables, etc.
	Administer statutory overtime-pay ineligible leave accrual system	Oversee statutory overtime-pay ineligible leave accrual system
Coordinates the running of payroll production processes. Ensures EIB and other payroll integrations successfully load into payroll. Provides all external users with updates to completed payroll processes.		
Annually creates the payroll production processing calendar, schedules production deadlines and input cut-off dates.		
Recommends proven payroll solutions to correct deficient payroll processes that adversely impact the accuracy and timeliness of payroll.		

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10680 PAYROLL ASSOCIATE III, BAND F	10080 ASSISTANT DIRECTOR PAYROLL, BAND G	10269 DIRECTOR PAYROLL, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree or equivalent; 3 but less than 5 years of experience or equivalent	Bachelor's degree or equivalent; 5 but less than 7 years of experience or equivalent	Bachelor's degree or equivalent; 7 but less than 10 years of experience or equivalent
IMPACT	Moderate impact	Substantial impact	Significant impact
CONTACTS - INSIDE	Provide guidance to others Coordinate activities	Coordinate major activities May involve sensitive situations	High-level interaction Involved in diverse and highly sensitive or confidential activities
CONTACTS - OUTSIDE	Provide and/or receive guidance, advice or information that must be analyzed and developed by the position	Provide and/or receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentation and negotiate with others
CONTACTS - STUDENTS	Limited contact	Limited contact	Limited contact

FACTOR PROFILE	10680 PAYROLL ASSOCIATE III, BAND F	10080 ASSISTANT DIRECTOR PAYROLL, BAND G	10269 DIRECTOR PAYROLL, BAND I
SUPERVISION	Responsible for providing guidance, counsel and information to employees throughout the University in specific support areas	Responsible for providing supervisory direction to other supervisors	Responsible for providing supervisory direction to other managers
COMPLEXITY	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally are numerous and extremely diverse and include a wide variety of unrelated processes and work methods. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment.
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for making decisions concerning policy-setting, research, planning or students
EFFECT OF DECISION MAKING	Directly affect several dept. within a college, school or administrative unit Significant effect on students and employees	Directly affect several dept. within a college, school or administrative unit Significant effect on students and employees	Directly affect more than one college, school, administrative unit
FREEDOM OF ACTION	General supervision Some interpretation of established policies and procedures required	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices
WORKING CONDITIONS	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required