**EMLOYEE NAME:** ___________________  
Revised: 1/86; 2/86; 5/88; 9/90; 6/92; 2/93; 5/93; 3/94; 11/94; 10/96; 1/98; 5/01; 12/01; 07/02; 8/02; 12/02; 7/08; 9/12; 6/15; 7/15; 6/18

**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>POSITION TITLE: Payroll Representative, Travel and FMLA</th>
<th>JOB CODE: 474B</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION: Financial Services</td>
<td>SALARY SCHEDULE: Office Clerical/Technician Annual</td>
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<tr>
<td>DEPARTMENT: Payroll Services</td>
<td>WORK DAYS: 238</td>
</tr>
<tr>
<td>REPORTS TO: Payroll Accountant</td>
<td>PAY GRADE: Rank VII (NCT7)</td>
</tr>
<tr>
<td>FLSA: Non-Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
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<tr>
<td>PRIMARY FUNCTION: Assists with the processing of monthly payroll; reviews all travel submitted; reviews and balances payroll for FMLA employees.</td>
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</tbody>
</table>

**REQUIREMENTS:**

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: 1-3 years payroll/bookkeeping experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; math aptitude, Excel

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Shares responsibility with monthly payroll clerks for accurate and timely processing of the monthly payroll.
3. Works with users of the Consolidated Time Management Systems at all payroll locations regarding the monthly reporting of payroll time and attendance data.
4. Coordinates all district Travel Reimbursements for all employees in accordance with School District travel regulations and procedures. Develops and maintains travel reimbursement procedures.
5. Acts as a liaison between Payroll and all district employees regarding district travel reimbursements.
6. Coordinates and processes travel reimbursement for all employees in accordance with District travel card procedures.
7. Works with users of Consolidated Time Management Systems to ensure posting of all leave for employees on FMLA.
8. Reviews and adds adjusting entries for paychecks for monthly employees out on FMLA; adjusts sick leave records for employees that should not accrue sick time.
9. Answers questions regarding gross pay, payroll deductions, leave, etc., for employees paid monthly.
10. Assists in distribution of printed W2’s to school and department locations.
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee __________________________________ Date ____________________________

Signature of Supervisor __________________________________ Date ____________________________