



EMPLOYEE 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, 10/21

JOB DESCRIPTION

POSITION TITLE: Payroll Representative, Travel &FMLA	JOB CODE: 474A
DIVISION: Financial Services	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Payroll Services	WORKDAYS: 238
REPORTS TO: Payroll Accountant	PAY GRADE: Rank VIII (CT8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists with the processing of monthly payroll; reviews and reconciles payroll for FMLA employees; reviews and updates leave and accrual changes for FMLA employees, responsible for processing, reconciling and posting employee travel; assists with annual travel state reporting	

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; advanced Excel and math aptitude

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.	Processes travel reimbursement for all employees in accordance with School District travel regulations.
5.	Works with users of Consolidated Time Management Systems to ensure posting of all leave for employees on FMLA.
6.	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.
7.	Reconciles monthly pay for employees returning to work from FMLA.
8.	Answers questions regarding gross pay, payroll deductions, leave, etc., for employees paid monthly.
9.	Reconciles and processes county travel documentation; communicates with internal and external departments
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____