

UW HEALTH JOB DESCRIPTION

PAYROLL ANALYST

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|---|--------------------------------|----------------------------------|-----------------------|
| Job Code: 440069 | FLSA Status: Non-Exempt | Mgt. Approval: C. Helland | Date: Oct 2018 |
| Department: Finance Payroll Staff, 351664005 | | HR Approval: A. King | Date: Oct 2018 |

JOB SUMMARY

Under the general direction of the Payroll Manager, the Payroll Analyst plans, performs, audits, and analyzes operations and physician payrolls. The Payroll Analyst performs monitors and analyzes UW Health benefit plans and system budgeting. This position will assist with the financial monthly close processes by preparing journal entries and accruals. The Payroll Analyst is responsible for assisting in and leading the payroll processes for UW Health.

MAJOR RESPONSIBILITIES

- Consistently perform highly accurate payroll processing and journal entry posting. Coordinate Payroll System service requests to drive to final resolution
- Process salary transfers, tax payments, year-end procedures and W2s to ensure accurate reporting of employment data
- Reconcile deductions and perform accurate and timely general ledger reconciliations
- Compile reporting for both internal and external partners. Create and run reporting as needed for HR, UW Health management, external and internal auditors, etc.
- Document and update payroll procedures with a continuous focus on identifying efficiency and process improvement
- Perform application system administration functions specific to application setup, configuration and maintenance
- Coordinate end-to-end system testing: to include tracking and managing issues to resolution
- Ensure all payroll systems meet functional user requirements, compliance requirements, and ensures proper system and payroll documentation is maintained

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT
WITH THE UW HEALTH PERFORMANCE STANDARDS.**

JOB REQUIREMENTS

| | | |
|---|-----------|---|
| Education | Minimum | Associate degree in Business, Accounting or related field. Two (2) years of payroll or accounting experience may be considered in lieu of the degree in addition to the experience below |
| | Preferred | |
| Work Experience | Minimum | Three (3) years accounting or payroll experience with general ledger software systems, database, spreadsheet and word processing software. |
| | Preferred | One (1) year of payroll or financial experience in a health care field |
| Licenses & Certifications | Minimum | |
| | Preferred | Payroll certification desirable. |
| Required Skills, Knowledge, and Abilities | | <ul style="list-style-type: none"> • Ability to work independently and as a team to complete work with minimal supervision • Ability to prioritize and work under pressure sufficient to meet deadlines • Able to concentrate as demonstrated by high degree of accuracy entering data • Ability to diplomatically handle communications in potentially stressful situations • Strong organizational and customer service skills • Strong analytical skills with the ability to reconcile multiple data sources |

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

| | | | |
|--|-----------------------------|--|------------------------------|
| | Infants (Birth – 11 months) | | Adolescent (13 – 19 years) |
| | Toddlers (1 – 3 years) | | Young Adult (20 – 40 years) |
| | Preschool (4 – 5 years) | | Middle Adult (41 – 65 years) |
| | School Age (6 – 12 years) | | Older Adult (Over 65 years) |

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JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

| Physical Demand Level | | Occasional Up to 33% of the time | Frequent 34%-66% of the time | Constant 67%-100% of the time |
|--|---|-------------------------------------|---|---|
| X | Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met. | Up to 10# | Negligible | Negligible |
| | Light: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met. | Up to 20# | Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls | Negligible or constant push/pull of items of negligible weight |
| | Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds. | 20-50# | 10-25# | Negligible-10# |
| | Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds. | 50-100# | 25-50# | 10-20# |
| | Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds. | Over 100# | Over 50# | Over 20# |
| List any other physical requirements or bona fide occupational qualifications: | | | | |

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.