

## UW HEALTH JOB DESCRIPTION

### PAYROLL Project Coordinator

<b>Job Code:</b> 310014	<b>FLSA Status:</b> Exempt	<b>Mgt. Approval:</b> A. Prochaska	<b>Date:</b> September 2019
<b>Department:</b> Payroll		<b>HR Approval:</b> J. Tokarski	<b>Date:</b> September 2019

### JOB SUMMARY

The Payroll Project Coordinator is considered a technical expert and is responsible for coordination of the Payroll processes including oversight of compliance with delegated Payroll responsibilities. In coordination with the Payroll Manager, the Project Coordinator will help develop work plans to achieve the goals of the department. The Project Coordinator provides guidance to enable the institution to achieve substantial Payroll compliance. Responsibilities include designing processes and communication to internal stakeholders. The Project Coordinator analyzes, and researches issues related to payroll process updates, and drafts recommendations, as needed.

### MAJOR RESPONSIBILITIES

1. In conjunction with organizational and departmental leadership, define objectives of the payroll integrated model; serve as a technical expert and assists with project guidance to payroll staff.
2. Actively participates with the payroll business transformation to the new platform (Oracle Cloud); participates in establishing a strong cooperative relationship with applicable leaders and staff by providing education and training along with the information, tools, and services necessary to carry out their responsibilities.
3. Assists in researching industry best practices and recommends process improvements to leadership; reviews and recommends policies that support the direction of the Payroll team.
4. Assists with the internal and external audits of the UW Health payroll to ensure compliance.
5. Additional special projects as assigned.

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

### JOB REQUIREMENTS

Education	Minimum	Associates Degree in Business, Accounting, Health Care or a related field
	Preferred	Bachelor's degree in Business, Accounting, Health Care or a related field
Work Experience	Minimum	Three (3) years of progressively responsible experience in Payroll within a large complex organization.
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		
<ul style="list-style-type: none"> <li>• Knowledge of general accounting principles and practices with a focus on payroll administration.</li> <li>• Knowledge of PC-windows environment and business software including database, spreadsheet, word processing, email and scheduling programs. Experience with Microsoft Office Suite Professional is desirable.</li> <li>• Knowledge of HRIS/Payroll processing software. Experience with PeopleSoft is preferred.</li> <li>• Knowledge of automated time and attendance systems is desirable.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Excellent organizational and project management abilities.</li> <li>• Excellent written and communication skills.</li> </ul>		

### 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,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

### JOB FUNCTIONS

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Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.				
<b>PHYSICAL REQUIREMENTS</b>				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
<b>Physical Demand Level</b>		<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
<b>X</b>	<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

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.