

## UW HEALTH JOB DESCRIPTION

### PAYROLL SPECIALIST

<b>Job Code:</b> 440068	<b>FLSA Status:</b> Non-Exempt	<b>Mgt. Approval:</b> C. Helland	<b>Date:</b> November 2019
<b>Department:</b> Finance Payroll Staff, 351664005		<b>HR Approval:</b> J. Theisen	<b>Date:</b> November 2019

### JOB SUMMARY

Under the general direction of the Payroll Manager, the Payroll Specialist is responsible for processing operations and physician payroll. The Payroll Specialist is also responsible for report writing and for payroll maintenance to ensure that changes are taking effect accurately and on the appropriate payroll. The Payroll Specialist maintains and troubleshoots payroll and time keeping systems.

### MAJOR RESPONSIBILITIES

- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities: calculates employee federal and state income, social security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; identifies process efficiencies and recommends needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.

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

### JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent
	Preferred	Associate Degree in Accounting, Finance, or related field
Work Experience	Minimum	One year of relevant office, accounting, or payroll experience
	Preferred	<ul style="list-style-type: none"> <li>• Two years of experience in payroll processing</li> <li>• Experience with electronic timekeeping systems</li> </ul>
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Ability to prioritize and work under pressure sufficient to meet deadlines</li> <li>• Ability to concentrate as demonstrated by high degree of accuracy entering data</li> <li>• Ability to work in a fast-paced, multi-functional environment</li> <li>• Ability to diplomatically handle communications in potentially stressful situations</li> <li>• Strong oral, written, and interpersonal communication skills are required</li> <li>• Ability to communicate effectively with physicians and management staff regarding business expense reimbursements</li> <li>• Strong organizational and customer service skills</li> <li>• Strong analytical skills with the ability to manipulate and understand complex information</li> <li>• Excellent attention to detail</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,

	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)

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	School Age (6 – 12 years)		Older Adult (Over 65 years)
<b>JOB FUNCTIONS</b>			
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>Light:</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 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls
	<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>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>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>
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.