

Payroll and Benefits Specialist

Position #311614

Under the general supervision of the Director of the DPI Human Resource Services Team, provide a wide range of payroll and human resources functions for the Wisconsin Center for the Blind and Visually Impaired (WCBVI) in Janesville and the Wisconsin Educational Services Program for the Deaf and Hard of Hearing (WESP-DHH) in Delavan. The person in this position maintains offices at both WCBVI and WESP-DHH and divides time between the two campuses. This position performs confidential human resources and payroll duties and primarily works independently coordinating payroll duties with the central human resource services office in Madison.

Goals and Worker Activities

- 15% A. Provision of technical assistance in employee leave accounting.
- A1. Audit and enter employee hours and leave into STAR PeopleSoft for certain employees.
 - A2. Reconcile validated audit trail, error reports, and warning reports to assure time worked/leave taken by employees is properly recorded.
 - A3. Calculate leave time earned for employees going on leave without pay or who are terminating.
 - A4. Compute vacation, personal holiday, legal holiday, and sick leave amounts for new and terminating employees and for employees moving from one
 - A5. Compute and counsel school year employees on leave reduction for summer recess.
 - A6. Calculate extra holiday and vacation time for part-time employees who work over their FTE.
 - A7. Calculate Saturday/Legal holiday earned or lost.
 - A8. Respond to employee questions regarding leave eligibility and STAR PeopleSoft.
- 30% B. Administration of state-offered employee benefits to ensure timely and accurate delivery of benefit information for all employees.
- B1. Counsel all employees on all insurances offered to state employees including health, life, income continuation, Epic, Accidental Death and Dismemberment, VSP vision, and all dental plans.
 - B2. Provide benefits counseling to employees who are terminating, transferring, being laid-off, retiring, or starting a leave of absence without pay.
 - B3. Analyze family status changes to ensure appropriate insurance updates are made.
 - B4. Respond to employee questions regarding benefits.
- 25% C. Process, maintain and coordinate various personnel and payroll records and reports.
- C1. Initiate or make changes to electronic deposit requests.
 - C2. Counsel employees on leave and benefit issues relating to leaves of absence.

- C3. Edit STAR PeopleSoft entries as necessary to ensure correct payment of overtime, holiday pay, responsibility pay, stand-by pay, leaves of absence, new appointments, and terminations.
- C4. Calculate payment for extra-curricular and other education related activities; forward to Madison payroll office.
- P-C5. Be knowledgeable of statutory provisions, Fair Labor Standards, Administrative Rules and the Classification and Compensation Plans as they relate to employee leave and payroll hours.
- C6. Coordinate with DOA-CPO and payroll staff at DPI to ensure proper processing of the STAR PeopleSoft systems.
- C7. Process and Maintain automated STAR PeopleSoft leave accounting records.
- C8. Audit permanent and limited term employees' STAR PeopleSoft time and leave entries. Resolve errors and submit to DOA for processing.
- C9. Reconcile STAR PeopleSoft monitoring reports to assure that all time worked and leave taken by employees is properly recorded according to FLSA and Wisconsin Statutes.

- 5% D. Coordination of permanent and LTE recruitment and selection activities.
 - D1. Prepare requests to fill vacant permanent positions and LTE positions; transmit the request electronically to central HR office.
 - D2. Work with supervisors to ensure position descriptions are updated and signed; electronically send the position description to central HR office.
 - D3. Work with the appropriate HR specialist to maintain mailing lists for job announcements; mail job announcements to appropriate organizations, individuals, and job search websites.
 - D4. Develop and place LTE employment ads in local newspapers and internet websites.
 - D5. Collect criminal background check information release forms applicants and forward to central HR for processing.
 - D6. Transmit supervisors' recommendations for hire to central HR office.
 - D7. Provide information to potential applicants; maintain files of prospective LTE and employee resumes.
 - D8. Monitor LTE hours and request renewals on anniversary dates; notify central HR office of LTE terminations.
 - D9. Prepare and provide information packets to new employees.

- 5% E. Coordination of classification and compensation activities.
 - E1. Process reclassification materials for delegated classifications including verification of points/credits earned by employees.
 - E2. Track courses completed by teachers, teacher supervisors, and education directors to qualify for add-ons; obtain supervisory approval of classes; notify central HR for processing the add-ons.

- 15%. F. Oversight and coordination of Family and Medical Leave Act, Workers Compensation, Americans with Disabilities Act, Unemployment Insurance, and return to work programs.
- F1. Counsel employees with work related or non-work related injuries and illnesses regarding eligibility for FMLA, Workers Compensation, and ADA.
 - F2. Obtain medical releases and medical information on specific job limitations for permanent or temporary disabilities.
 - F3. With the agency medical coordinator, assist managers in establishing job accommodations and monitoring their effectiveness.
 - F4. Collect and file all workers compensation paperwork; calculate employee workers compensation benefits and submit to DOA on a timely basis.
 - F5. Process Unemployment Insurance claims and answer questions from the Department of Workforce Development in a timely manner.
- 5% G. Provision of assistance and technical advice in other payroll and employment relations functions.
- G1. Collect and process letters of resignation/retirement; coordinate exit interviews upon request.
 - G2. Coordinate annual performance evaluation process; send completed evaluations to central HR office.
 - G3. Communicate and coordinate changes in FTE with the DPI budget office.
 - G4. Collect completed State Vehicle Use Agreement forms from WCBVI employees and submit to the agency vehicle coordinator.
 - G5. Distribute paychecks and direct deposit advice statements to certain WCBVI and WESP-DHH employees.
 - G6. Respond to questions for employment verifications.
 - G7. Maintain local payroll and personnel files for WCBVI and WESP-DHH employees.
 - G8. Performance of other duties as assigned.

Knowledge, Skills and Abilities

1. Knowledge of human resources policies and procedures.
2. Knowledge of Wisconsin civil service administrative rules.
3. Knowledge of STAR HCM.
4. Knowledge of general insurance and benefits program administration.
5. General knowledge of and ability to interpret compensation and leave provisions of the State of Wisconsin compensation plan.
6. Ability to administer the full complement of payroll and benefits tasks.
7. Ability to handle sensitive and confidential matters and materials.
8. Computer applications such as Word, Excel, Access and standard e-mail software.
9. Effective interpersonal and oral and written communications skills.
10. Knowledge of basic expressive and receptive American Sign Language.
11. Ability to work independently and to prioritize and organize work.