

Personnel Records Supervisor

Skill Level: 8

FLSA Status: Non-exempt

IPEDS: 405

Job Purpose: Provides accurate personnel and payroll recordkeeping functions through on-line systems and performs administrative and operations tasks. May provide supervision to other department staff.

This classification is distinguished from the Personnel Assistant position in that it establishes, initiates, and may supervise the performance of the unit's activities, whereas the personnel assistant assists with the performance of the activities in the unit.

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

Serves as insurance preparer/analyst for all college employees.

Serves as payroll clerk entering all data and processing monthly, semi-monthly, and bi-weekly payrolls into HRS for full-time, longevity, temporary, student, adjunct and summer faculty payrolls.

Maintains tickler files of all upcoming payroll and employee changes for entry into HRS; e.g., interim appointments and pay, degree or certification salary increases, reallocations or reclassification changes, salary docks, faculty promotions, deduction direct deposit, or W-4 changes, etc.

Verifies W-4 forms claiming exemption from withholding tax and W-5 forms are cancelled annually.

Enters all new hires, separations, transfers, deductions, benefits, taxes, and other employee data into HRS.

Prepares and processes new benefit enrollments, maintains current files, and processes changes.

Administers tax sheltered annuity (403b, 401k, and 457) programs, calculating limitations and maintains records to insure and document maximum deduction amounts are not exceeded.

Coordinates preparation and reconciliation of billings for group and optional benefits, reconciles and makes appropriate adjustments, insure appropriate premium amounts are deducted, receives and submits checks for payment.

Serves as liaison communicating directly with financial, group, supplemental, and optional benefit carriers to resolve discrepancies.

Counsels employees on paid and unpaid leave, records insurance and optional benefit payments, monitors FMLA, educational, military, maternity, and other leave.

Enters and Maintains FMLA records in HRS.

Conducts new employee orientations and counsel's employees on group insurance coverage, optional benefit coverage, premiums, and processes new employee benefit enrollments.

Processes enrollments during annual enrollment transfer period, late applicants and waivers.

Performs entry into the Tennessee Insurance System (TIS).

Submits health care and disability claim forms for employees.
Processes paperwork for employee resignations, terminations, leaves of absences, retirements, etc. computes leave balances, completes appropriate documents, enters TIS and HRS information, and notifies appropriate individuals and/or departments.
Secures death certificates and submits forms to appropriate offices and benefit carriers and assist employee beneficiaries.
Reconciles employee leave records and Time Loss Register and enters any required leave adjustments into HRS, and reconcile for annual leave liability report.
Enters budget data into HRS and run budget reports during annual and October budget periods.
Prepares longevity projections and other salary adjustments for annual budget preparation.
Prepares and maintains new hires, terminations, transfers, reallocations, faculty appointments, promotions and tenure, and other employee change listing for use by the unit and various departments.
Prepares annual changes for the HRS Tables for entry by computer services in HRS, including updates to bracket steps, positions and assignments to roll, and sets payroll schedules and pay dates.
Processes unemployment forms for Employment Security and employment verifications for financial institutions.
Coordinates annual employee benefits fair and benefits statements.
Prepares various annual reports such as OSHA and Veterans reports.
Administers the workers compensation programs for the institution.

Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.
These functions may vary by institution. Incumbents may provide backup to various functions within the unit.
Other duties as assigned.

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

If others are supervised have direct responsibility for managing the work of non-exempt in unit.

Job Specifications:

2 years of post-high school level course work; Bachelor's degree preferred.
2 to 4 years of office experience including 1 year's experience supervising a staff member in an operational setting.

OR

High school diploma or equivalent.

4 to 5 years office experience including 1 year's experience supervising a staff member in an operational setting.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of human resource management systems.

Knowledge of supervisory principles, practices, and techniques.

Knowledge of state and federal laws, and policies and procedures as they relate to personnel and payroll.

Skill in using computer applications for word processing, spreadsheets, and databases in windows environment.

Skill in using on-line management systems.

Skill in making mathematical computations.

Skill in using personal computers, copiers, fax machines, and other office equipment.

Strong written and oral communications skills.

Strong interpersonal skills.

Ability to function effectively as a team member.

Ability to maintain confidentiality of employee information.

Ability to manage tasks of a highly detailed and technical nature.

Ability to organize and prioritize multiple tasks.

Ability to work with diverse employees and customers.

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

Date

5/2004

Skill

8

Evaluation

713231331

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.