

Classification and Qualification



STANDARDS

The California State University System

Payroll Technician I

Class Code 1100

Date Established 04-21-67

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Occupation Index Reference C-4

Cross Reference 1111

DEFINITION:

This class is the entry level in the series. Under immediate supervision, the Payroll Technician I initiates, processes and completes payroll/personnel documents that are limited to specific kinds of: transactions, categories of California State University (CSU) employees, or campus departments where the transactions tend to be fairly standardized in nature.

DISTINGUISHING CHARACTERISTICS:

Work at the Technician I level is distinguished from the Trainee level in that the incumbent is not enrolled in a training program with specific learning objectives but actually performing, on a continuous basis, the limited kinds of entry-level payroll/personnel transactions as specified above.

Work at this level is further distinguished from the Technician II level by the fact that the incumbent is not performing the full range of payroll/personnel transactions but is limited to specific actions, kinds of CSU employees or particular campus departments. In addition, at this level work is performed under immediate supervision where work assignments involve standardized duties; assistance and guidelines are readily available; and the methods of performing transactions are well established and outlined, or explained in specific terms.

Assignments at the Technician I level are characterized as being fairly standardized in nature and cover the traditional aspects of payroll/personnel document processing. Assistance is available and provided in cases where transactions are not clearly covered in CSU policies and guidelines, federal and state laws, educational codes and collective bargaining agreements, or where precedent has not been established. More problematic transactions are completed on the basis of explicit instructions.

Examples of Typical Activities

Incumbents process and complete payroll/personnel documents, typically for specific actions and categories or combinations of categories of CSU employees: payroll/personnel transactions are prepared and processed according to fairly standardized procedures and the more complicated or problematic cases have been set aside for explicit handling.

Applies payroll/personnel transaction rules and regulations in accordance with the provisions of CSU policies and guidelines, state and federal laws, educational codes or collective bargaining agreements that are customarily used in processing documents or for which precedent has been established; maintains confidentiality of information according to CSU policies, educational codes, state and federal laws; traces in order to make corrections.

Provides payroll and personnel related information and processing assistance on fairly routine matters, e.g., when the questions may be answered on the basis of clearly applicable rules and regulations; refers the more complicated or problematic cases to the supervisor or higher level Payroll Technicians.

Computes net pay based on employees' occupational status; processes attendance records, leave accruals and entitlements, judgments, levies and garnishments on employees' pay; may compute and process disability pay; may operate a computer terminal to process various online payroll/personnel transactions; prepares documents for keying; enters codes and data on computer terminal; verifies and audits information prior to employee update or release of payment.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

General knowledge of: Business English and arithmetic; general office methods, procedures and practices.

Ability to: independently select and consistently apply policies and procedures according to available CSU guidelines such as the Uniform State Payroll Procedures Manual, Personnel Information Management System Manual and other payroll information found in state and university administrative manuals and guidelines. Public Employees' Retirement System Manual and Executive Orders published by the Chancellor's Office, applicable state and federal laws, educational codes and collective bargaining agreements; deal with changes in resource materials in order to be in compliance with university, state, federal and educational codes, rules and regulations; tactfully explain fairly standardized procedures and requirements to individuals who have minimal knowledge of payroll/personnel policies and procedures; review detailed numerical records or transactions in order to identify, trace and correct processing errors; print or type numbers neatly on forms; operate computer terminals for online keying of various payroll/personnel transactions; use office machines such as a calculator, typewriter, mimeograph, time stamp or computer terminal; read and write at a level appropriate to the duties of the position; perform arithmetic computations rapidly and accurately.

and

Experience:

Completion of an approved CSU campus training program in preparing and processing payroll/personnel transaction documents.

or

Equivalent to one year of experience in preparing and processing payroll/ personnel transactions.

Work Week Group: 1
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic