

Classification and Qualification



STANDARDS

The California State University System

Payroll Technician Trainee

Class Code 1099

Date Established 09-01-86

Occupation Index Reference C-4

DEFINITION:

This class is to be used for trainees who will learn various aspects of preparing and processing payroll/personnel transactions, including but not limited to: appointments, changes in status, miscellaneous changes, leaves and separations for various categories of California State University (CSU) employees, including but not limited to: staff, faculty, graduate and student assistants, special consultants and individual and summer session instructors.

DISTINGUISHING CHARACTERISTICS:

Work at the trainee level is distinguished from the Technician I level in that the incumbent is enrolled a campus established training program which includes identification of specific tasks to be learned and evaluation and follow-up on the trainee's performance. The duration of the training program may last from 3 to 12 months, but not longer than 1 year. Upon successful completion of the training program as determined by the campus evaluation and classification review processes, the trainee will advance to the Payroll Technician I position classification. The incumbent will not earn permanent status at the trainee level.

Work in this series is distinguished from the Clerical Assistant series in that this position classification is to be used for incumbents whose primary responsibility is for the preparation and processing of payroll/personnel transaction documents.

Examples of Typical Activities:

Incumbents are enrolled in a formal training program which provides instruction on preparing and processing specific kinds of payroll/personnel transactions for particular categories of CSU employees as identified above.

Learning assignments involve specific tracking activities which typify major tasks of the position. Assistance and guidelines are readily available and the work methods are well established and outlined, or explained in explicit terms.

Actual work assignments concentrate on customary and traditional payroll/personnel transactions which are fairly standardized in preparation and processing methods. Incumbents process and complete payroll/ personnel transactions, typically for specific actions and particular categories of CSU employees: problematic and/or complicated transactions are set aside for explicit training on handling.

Applies payroll/personnel transaction rules and regulations in accordance with 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 and guidelines, educational codes, state and federal laws; traces errors and discrepancies in order to make corrections.

Computes net pay based on employees' occupational status; processes judgments, levies and garnishments on employees' pay; processes attendance records, leave accrual rates and entitlements; prepares payroll documents for employees; prepares documents for keying into online computer terminal, enters codes and data on computer terminal; verifies and audits information prior to employee update or release of payment.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

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

Ability to: select and 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 and apply them correctly; 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 calculator, time stamp, mimeograph, typewriter or computer terminal; read and write at a level appropriate to the duties of the position; perform arithmetic computations rapidly and accurately.

Experience:

Equivalent to one year of general clerical experience involving aspects of numerical or financial recordkeeping;

or

Equivalent to one year of full-time college courses in a variety of applicable business or mathematical subjects.

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