

Payroll Clerk - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

Understands and correctly applies all payroll processing practices and procedures: withholding requirements, direct deposit procedures, new employee set-up/cessation's, recording changes in employee status, etc.

Correctly and efficiently utilizes payroll processing technology -- PC, time clocks, HRIS (Human Resource Information System)-- to perform job tasks

Has a basic understanding of the organization's operation, departmental functions, structure and staffing, and personnel practices and procedures

QUALITY OF WORK:

Maintains absolute accuracy in all transactions -- financial and informational -- related employee and payroll data

Knows time requirements for payroll input/output and ensures all deadlines are met

Follows standard procedures for all processes to ensure consistency, accuracy, and maximum processing efficiency and productivity

QUANTITY OF WORK:

Ensures all transactions regarding payroll records and payroll processing are recorded daily

Employs work processes and techniques that accommodate an increasing volume of transactions

Creates, files and maintains payroll files in an orderly and up to date fashion

PLANNING AND ORGANIZATION:

Plans workload so that maximum can be accomplished in time allotted

Never leaves work undone because of poor organization or work habits

Is organized; a place for everything, and everything in its place

Creates and maintains records in formats that are easy to understand and follow by others