

**HOWARD UNIVERSITY**  
**Position Description**

**POSITION TITLE:** Payroll Manager **SALARY GRADE:** HU-13  
**DATE REVISED:** December 01, 2014 **EEO CODE:** 01  
**JOB CODE:** 2562 **FLSA STATUS:** Exempt  
**BARGAINING UNIT:** N/A

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

**BASIC FUNCTION:** The purpose of this position is to oversee the operation of the automated payroll for salaried and or wage employees for both governmental and university funded applications.

**SUPERVISORY ACCOUNTABILITY:** Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

**NATURE AND SCOPE:** Internal contacts include administrators, faculty, staff and students both within the department and University-wide. External contacts include government agencies, sponsor representatives, vendors, visitors, officials and the general public.

**PRINCIPAL ACCOUNTABILITIES:** Responsible for the management of proper review, control and processing of all transactions and payroll matters relating to employees on the University payroll including processing banking documents for direct deposit into employee accounts.

Manage administrative clerical and student employees and provides leadership to them in performing payroll tasks for all categories of employees.

Oversee the review, control, and process of source documents, automated output and Direct Deposit documents pertaining to employees in University pay system. Serves as liaison with the University's bank regarding payroll data needs (Group Banking).

Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.

Process paperwork for new employees and enter employee information into the payroll system.

Verify attendance, hours worked, and pay adjustments, and post information onto designated records.

Compute wages and deductions, and enter data into computers.

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Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.

Process and issue employee paychecks and statements of earnings and deductions.

Keep track of leave time, such as vacation, personal, and sick leave, for employees.

Compile employee time, production, and payroll data from time sheets and other records.

Distribute and collect timecards each pay period.

Issue and record adjustments to pay related to previous errors or retroactive increases.

Develop and schedule a department work plan in accordance with specifications, objectives and funding limitations.

Prepare ad hoc reports, financial statements and records on department activities, progress, status or related special reports for the director of the department.

Confer with and advise staff, students and others to provide technical advice, problem solving assistance, answers to questions and program goals and policy interpretation. Refer unfamiliar issues to appropriate department personnel.

Evaluate department effectiveness in order to develop and implement new or improved methods. Devise and implement evaluation methodologies.

Review department documents to determine acceptance or make decisions pertaining to program.

Perform other related duties as assigned.

**CORE COMPETENCIES:** Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Skill in the operation of computers, related software applications (MS Word, Excel, PowerPoint, Access) and standard office equipment.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

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Ability to plan, organize and coordinate work with other.

Ability to multi-task efficiently.

**MINIMUM  
REQUIREMENTS:**

Bachelor's Degree in accounting or related field and 5-7 years of related work experience. 12 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not to be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department of Compensation and Performance Management