

Laramie County School District #2
Fall 2005

Title: Payroll & Benefits Specialist

Qualifications:

1. High School diploma
2. Knowledge of basic computer and payroll procedures.

Terms of Employment:

1. 260 days
2. Designated by notice of assignment
3. Classified Salary Schedule

Reports to: Business Services Director

Essential Functions: Payroll:

1. Complete all paperwork necessary to run payroll checks.
2. Complete all paperwork necessary to run vendor checks.
3. Complete all monthly, quarterly and yearly payroll reports.

Employee Benefits and Deductions

1. Complete all paperwork and reports; update documentation on a regular basis.

New Hires

1. Set up and complete initial interview and paperwork to explain employment and benefits.
2. Complete all system work on new employees.
2. Ensure departments are informed of new hires.

Exit Paperwork

3. Complete all paperwork, systems work, reports, etc. on retiring of exiting staff.
4. Inform departments of change in staff employment status.

Paperwork and/or Reports

1. Complete for the following: Absence tracking, salary schedules, time sheets, contracts, garnishments, early retirees and federal funds
2. Notify superintendent when long-term substitutes are used.

Other:

1. Ordering or updating of forms, certificates, checks, etc. as needed.
2. Perform other duties as assigned.