

# Classification Description



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<b>Title:</b>	Payroll Timekeeping Specialist	<b>Bargaining Unit:</b>	AFSCME 3580
<b>Department:</b>	Finance and Regulatory Services	<b>Established:</b>	June 2022
<b>Job Code:</b>	6044	<b>Revised:</b>	
<b>Pay Grade:</b>	14N	<b>EEO Category:</b>	Admin Support
<b>FLSA Status:</b>	Non-Exempt		

## CLASSIFICATION DESCRIPTION

This position oversees the Kronos scheduler and the accuracy of employee timecards to ensure that employees are paid accurately and on time. Audits time cards each day; applies pay policies and statutory requirements; and completes timekeeping related tasks so that pay information is accurately collected for posting and record keeping.

## DISTINGUISHING FEATURES

This a single unit classification is distinguished by the position's focus on complex technical work, requiring significant attention to detail by providing timekeeping data for payroll calculations.

## DUTIES AND RESPONSIBILITIES

1. Maintains all aspects of Kronos scheduler. Verifies that schedules are correct in Kronos; validates that Kronos pay and work rules are transferred accurately each day.
2. Reviews and prepares all timecards for supervisor approval; ensures that Kronos timecards are ready to interface with PeopleSoft for processing; performs troubleshooting in Kronos to validate and ensure timecards are accurate.
3. Works with managers to get off cycle checks (corrections or final checks) to the payroll specialists for processing.
4. Responds to emails from managers/supervisors with questions regarding timecard discrepancies, auditing prior payroll for pay and work rule inconsistencies and processing requests for additional information.
5. Implements contract changes and updates LOA's in the both the timekeeping and payroll processes.
6. Tests in research, creating new SOP's, process improvement projects/meetings for both existing and future needs.
7. Trains department timekeepers (DTA's), hourly staff, supervisors and managers in all areas from basic navigation to creating training tools such as hyperfinds, and genies.
8. Enters timekeeping data into Kronos; reviews leave or other requests for compliance with policies, collective bargaining agreements, and state and federal regulations.
9. Identifies and resolves problems that may affect accurate and timely payroll processing.
10. Performs research and creates reports as requested.
11. Creates and maintains timekeeping files.
12. Assists with timekeeping, recordkeeping and general HR-related inquiries as needed.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.

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2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
  - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
  - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
  - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
  - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
  - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
  - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
  - Works in a safe manner and follows safety policies, practices and procedures.
  - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

### **JOB SPECIFICATIONS**

#### **Education/Licensing and Work Experience:**

- Associate's degree in Accounting, Business, Finance or other related field and,
- Four years of payroll or timekeeping experience or,
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

#### **Preferred:**

- At least three years of experience working primarily on time and attendance management and analysis.
- At least one year of experience using Kronos, including reporting, analysis and troubleshooting.
- At least one year of experience providing customer service and/or training related to timekeeping.

#### **Knowledge, Skills and Abilities**

- Knowledge of governmental accounting principles and practices including detailed understanding of payroll, accounts receivable and accounts payable.
- Knowledge of relationship effective dated database systems.
- Knowledge of union contracts and guidelines relate to timekeeping.

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- Knowledge of PeopleSoft HRIS and Kronos time keeping system.
  - Skill in Excel, including compiling data from multiple sources into a consolidated report.
  - Skill in attention to detail with high degree of accuracy.
  - Skill in analytics and problem-solving.
  - Skill in organizing and prioritizing multiple projects with minimal supervision.
  - Skill in analyzing and interpreting complex payroll and benefits data.
  - Ability to communicate effectively, both orally and in writing.
  - Ability to provide exceptional customer service.
  - Ability to maintain confidentiality with sensitive information.
  - Ability to apply Federal, State, and local policies, procedures, laws and regulations for respective field.
  - Ability to use discretion with confidential and sensitive matters.
  - Ability to work in a safe manner and follow Metro safety policies, practices, and procedures.
  - Ability to perform essential duties and responsibilities.
  - Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
  - Ability to successfully pass the background check and screening requirements if required for the position.
  - Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

### **SUPERVISION RECEIVED:**

- Supervision is received from the Payroll Supervisor.

### **SUPERVISION EXERCISED:**

- May provide informal training/instructions to others.

### **TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING**

- Standard office equipment is used. PeopleSoft HRIS and Kronos time keeping system.

### **WORK ENVIRONMENT**

- Work is performed in various locations, but will generally be performed in a standard office environment. Will experience occasional periods of sustained deadline pressure, interruptions and irregularities in the work schedule. Frequent travel and occasional work outside of normal hours is required. Position requires incumbent to frequently or continuously read a computer screen; perform repetitive motions of hand and wrists.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and*

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*responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.*