Payroll Systems Analyst
Worcester Polytechnic Institute

Job Title	Payroll Systems Analyst
Department	Payroll
Institution	Worcester Polytechnic Institute
	Worcester, Massachusetts
Date Posted	Apr. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
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Job Description	

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JOB TITLE
Payroll Systems Analyst

LOCATION
Worcester

DEPARTMENT NAME
Payroll

DIVISION NAME
Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Payroll Systems Analyst
Worcester Polytechnic Institute

The Payroll Systems Analyst is responsible for the accurate preparation, documentation, and timely distribution of the College's bi-weekly and monthly payrolls. Assists employees and managers with questions about payroll policies and pay discrepancies. This position performs complex pay adjustments and transactions according to Federal, State, and Local regulations. Experience with Workday and ADP's Smart Compliance is highly preferred.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity and inclusion.

JOB DESCRIPTION

Responsibilities:

- Utilize Workday to process biweekly and monthly payrolls for over 4,000 hourly and salary employees in a complex multi-state environment under the supervision of the Associate Payroll Director.
- Confirm timely and accurate administration of payroll: verify the accuracy of retroactive activities for hourly and salary employees, benefits, taxes, SSNs, direct deposits, and garnishments.
- Ensure compliance with federal, state, and local regulations.
- Oversee ADP's performance and resolve discrepancies within the ADP's system.
- Collaborate with the benefits team on retirement reconciliations, benefits deductions and prorations and leave payments.
- Process 1042 and On-Demand Payments.
- Process and balance W-2 information as well as calculate corrections to overpayments and produce W-2c.
- Assist with quarterly and annual audits of payroll and 403(b).
- Maintain payroll processing procedures and recommend process improvements and system efficiencies as needed.
- Other duties as assigned.

Requirements:

- Bachelor's degree or equivalent experience.
- Two or more years of experience with multistate payroll processing.
- Proficient with Workday Payroll Processing.
- Proficient in ADP Smart Compliance.
- Strong Excel, Word, and PowerPoint skills.

- Knowledge of tax requirements related to employee work and residency location, including remote workers.
- Self-motivated, detail-oriented, strong professional integrity, team player who works well within a fast-paced environment.

FLSA STATUS
United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Payroll-Systems-Analyst_R0002759

About WPI
WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI
WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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