

Payroll Specialist II
Northern Illinois University

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Job Title	Payroll Specialist II
Department	Human Resource Services
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Apr. 17, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
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Job Description

The Primary function of this position is to update, edit, and maintain the payroll information required to properly pay the employees at Northern Illinois University. This position is primarily responsible for the data of the hourly paid employees but is crossed trained and also assists with the salaried paid employee data updating. This position also assists with the production of reports and statements associated with payroll.

This position reports primarily to the Payroll & Compensation Office. The integrated nature of the Human Resource Information system also requires close conjunction with all other Human Resource areas as well as Campus Departments.

Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

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