

Time & Attendance/Leave Administrator, Human
Resources
University at Buffalo, The State University of New York

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Posted Sep. 6, 2024, set to expire Aug. 4, 2025

Job Title	Time & Attendance/Leave Administrator, Human Resources
Department	Human Resources
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
Job Website	https://www.ubjobs.buffalo.edu/postings/52592

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Job Description

As a full-time employee/team member of the Research Foundation (RF) HR unit, the incumbent will provide both technical and advisory assistance to a large and diverse employee population, mostly from within the university community. At any given time, the active RF employee population can number between 1500 and 2500.

The successful candidate's primary responsibilities will be within the RF Benefits group and will entail assisting the Benefits Manager by administering the various types of leaves that RF employees are eligible for, in addition to being an administrator of our online time and attendance process. In order to accomplish this, the incumbent will utilize an Oracle-based HR system and various office related programs such as Excel and Word. These responsibilities will include:

- Advising employees and managers on all appropriate leave requests to include FMLA, NYS PFL,

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short/long term disability and workers compensation.

- Managing leave administration process to include determining eligibility for leave, gathering and completing various forms, requesting medical documentation, and submission of insurance claims for the aforementioned leave types
- Advising on the interaction of leaves with PTO and benefits continuation
- Facilitating other leave requests, including ADA accommodations
- Maintaining complete records/details of leaves taken
- Communicating with employees and appropriate departmental staff during the period of an employee leave, while facilitating communication between them when necessary
- Maintaining general knowledge of applicable Department of Labor regulations, in addition to RF policies related to time and attendance
- Advising/training new employees and supervisors how to properly complete all required timecards within Oracle
- Providing employee and supervisor outreach in order to obtain delinquent/missing timecards
- Establishing new employee accrual elements in the oracle benefits module
- Performing time and attendance audits on employee records when necessary
- Perform any secondary responsibilities or special projects across the RF HR spectrum assigned by leadership.

The selected candidate is expected to exhibit a professional demeanor, excellent customer service skills, attention to detail and the ability to maintain required confidentiality in the performance of all duties. This person must also possess very good communication skills (both oral and written) and be comfortable providing necessary training to campus constituents when required. Time management skills along with the ability to work diligently with minimal supervision are also important.

Please note that after a successful period of initial training (as determined by RF HR leadership) this position is eligible to be performed within a HYBRID work schedule which allows for three workdays in-office per week, with the remaining two remote.

Outstanding Benefits Package

Working for The Research Foundation at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our RF benefits package: <https://benefits.rfsuny.org/regular--postdoctoral-employees/>.

About The Research Foundation and University at Buffalo

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The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. The Research Foundation was founded in 1951 as a separate entity to serve SUNY by capitalizing on the scope, scale and diversity of SUNY as an engine of New York State's innovation economy. RF also happens to be the largest comprehensive university-connected research foundation in the country. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

Contact

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