

Payroll Specialist
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=250837>

Downloaded On: Dec. 25, 2024 2:49pm

Posted Dec. 24, 2024, set to expire Apr. 19, 2025

Job Title	Payroll Specialist
Department	
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Dec. 24, 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 Specialist

LOCATION

Worcester

DEPARTMENT NAME

Payroll

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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Reporting to Payroll, the Payroll Specialist is responsible for activities related to payroll processing, including data entry with attention to detail, providing customer service to all employees and departments, and responding to all employment verifications. Duties will include verifying employees' work hours and payment through Workday. The ideal candidate will be a thorough professional with good communication and math skills.

Applicants must have demonstrated experience working in and fostering a diverse and inclusive workplace and/or commitment to do so as an employee at WPI.

JOB DESCRIPTION

Responsibilities:

Deliver front-line human resources support to the WPI community:

- Greet and guide customers including faculty, staff, students, temporary employees and visitors via in-person, email, and phone exchanges, responding to questions, concerns, and issue resolutions
- Monitor, research, respond and follow up to customer inquiries in Halo ticketing system; escalate as needed
- Manage and respond to unemployment cases
- Prepare and respond to verifications of employment requests through WorkNumber
- Follow up with employees on missing information including Social Security Number, incomplete onboarding, local address (international address only), missing direct deposit, last or first name, etc.
- Assist with I-9 processing backup
- Research issues and make recommendations to resolve payroll discrepancies
- Reference and follow the payroll/HR policies and procedures to support work and respond to requests from various customers
- Maintain WPI payroll website including updating FAQ's as needed
- Respond to inquiries related to IPAY (ADP) set up and access for terminated employees

Assist with payroll processing and maintenance:

- Ensure timely entry of all employee timesheets including manager approval

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- Wisely card management for employees without direct deposit
- Enter and process garnishments and union dues including set up and managing corresponding deduction payments to respective vendors
- "Process payroll inputs related to leave of absence, tuition reimbursements, vacation payouts, and other related items."
- Manage on demand process by processing on-demand checks for employees and maintain a database of these transactions.
- Assist with Workday auditing for payroll processing and reconciliation
- Calculate and enter the partial accrual for Vacation for terminating employees ahead of final paycheck
- Monitor rejected direct deposits, inactivate account(s) and communicate with employee about next steps
- Provide worktags to Accounting for stop payments, dropped direct deposit, rejected direct deposit, stale dated checks, etc.
- Validate payroll entries for accurateness and appropriateness

Tax and Year-End Processing:

- Assist with tax treaty entry and renewal processing
- Adjust employee's "Work" state and state tax withholding based on flexible work agreement in Workday
- Process year-end tax document including mailing and maintenance of tax documents, W-2's and 1042-S forms
- Assist with responding to tax notices

Requirements

- High school diploma
- 1-3 years of experience
- Familiarity with general accounting principles
- Experience in data collection, entry and reporting with great attention to detail and confidentiality
- Exquisite math and numerical skills
- Outstanding organizational and time management skills
- Excellent customer service skills and communication abilities with aptitude in problem-solving



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Starting pay: \$23.80 per hour. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

FLSA STATUS

United States of America (Non-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-Specialist_R0003014

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

N/A

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