

**Payroll Analyst 3 (6944U), BEARS Region - 76545**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=253866>

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Posted Mar. 3, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Payroll Analyst 3 (6944U), BEARS Region - 76545
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 3, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Human Resources
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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

The BEARS (Berkeley Educators and Administrators Regional Services) Region at UC Berkeley provides administrative support for faculty, staff, students, and retirees.

### Position Summary

The Payroll Analyst 3, position is responsible for analyzing complex payroll data and transactions.

Berkeley Educators and Administrators Regional Services (BEARS) provides reliable, high quality administrative support for UC Berkeley in the areas of Business & Financial Services, Human Resources & Academic Personnel Support, and Research Administration.

As part of the BEARS Payroll and Timekeeping team this position's primary emphasis is payroll analysis, training, report and communication facilitation. Involves activities associated with generation of the campus payroll including labor distribution records, vacation and sick leave accrual, overtime and audits of over and under payments. It involves activities associated with recommending, developing, implementing, administering, coordinating, and/or evaluating policies and procedures for BRS that complies with University policies and procedures for reporting requirements. The incumbent must also use various HR and payroll systems (e.g. UCPath, Human Resource Management System (HRMS), Payroll Processing System (PPS) KRONOS Timekeeping systems, and a variety of other campus timekeeping systems to provides exceptional service to meet customer needs and ensures each action is handled with confidentiality, timeliness, accuracy and sensitivity.

This position supports Berkeley Educators and Administrators Regional Services by providing Payroll services to BRS teams, managers, and employees represented by various personnel policies and contracts. Formulate, write, adapt, communicate and implement new procedural standards and

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practices in order to comply with University policies; may serve as a team lead to junior HR staff, assigning work and overseeing the accurate and timely completion of that work. Provides training on department and campus policies, risk management, and best practices, and handles difficult or sensitive situations. Runs and analyzes ad hoc reports and solves complex Payroll related problems.

### **Application Review Date**

The First Review Date for this job is: 03/12/2025.

### **Responsibilities**

- Applies payroll concepts to perform complex analysis regarding pay processing adjustments, including retroactive pay, tax withholding, and overpayments.
- Communicates corrections to internal partners.
- Assists in calculating pay for departments based on the needs of the department.
- Researches invalid pay and corrects in a timely fashion. Educates internal partners on ways to mitigate error.
- Works with transaction specialists, training on out of the ordinary department requests.
- Documents payroll processes and procedures.
- Provides analysis for complex payroll projects, such as verifying tax treaty forms, and resolving non-resident alien payroll issues, complex payroll retroactivity, and various State and Federal regulations.
- Other complex matters include ensuring vacation, leave of absence, disability, workers compensation, union contracts, government regulations, withholding exemptions, etc., are appropriate and deduction amounts are calculated and applied correctly to the various accounts.
- Monitors payroll deadlines, ensuring Transactors meet each deadline necessary to process payroll.
- Provides training to Transactors on HRIM data and the impact of the timing of entering data.
- Works with departments serviced to uncover best practices specific to the departments organizational structure.
- Verifies compliance with federal and state payroll requirements.
- Works to ensure efficiency in processes and makes suggestions to PA4 and Supervisor.

### **Required Qualifications**

- Thorough knowledge of all payroll processes, policies, and procedures.
- Knowledge of and/or can quickly learn organization-specific computer application programs.

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- Thorough knowledge of and/or can quickly learn organizational processes, procedures, and possesses a strong understanding of organizational rules and regulations.
- Strong judgment and decision-making skills; verbal, written and active listening communication skills.
- Uses strong interpersonal and service orientation skills in interactions with customers and colleagues.
- Excellent organizational skills and ability to multi-task.
- Problem solving, problem identification, reasoning skills and ability to develop original ideas to solve problems.
- Strong mathematical skills.
- Bachelor's degree in related area and/or equivalent experience/training.

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$73,280.00 - \$91,600.00.

- This is a full-time, Career position that is eligible for full UC benefits.
- This is an exempt, monthly-paid position.

### How to Apply

- To apply, please submit your resume and cover letter.

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### Other Information

- This is not a visa opportunity.
- This position is eligible for up to 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### Misconduct

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

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[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [https://apptrkr.com/get\\_redirect.php?id=6041749&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=6041749&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)



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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

University of California, Berkeley

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