

Payroll Administrator
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=269086>

Downloaded On: Dec. 3, 2025 6:04pm

Posted Dec. 3, 2025, set to expire Jun. 30, 2026

Job Title Payroll Administrator
Department Payroll
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Dec. 3, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Human Resources
Fiscal Services

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Job Description

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JOB TITLE

Payroll Administrator

LOCATION

Worcester

DEPARTMENT NAME

Payroll

DIVISION NAME

Payroll Administrator Worcester Polytechnic Institute

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Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Reporting to the Associate Director, the Payroll Administrator is responsible for overseeing the daily operations including customer service and end-to-end processing of multiple biweekly payrolls utilizing Workday HCM to ensure accurate and timely payment to all employees.

This role processes regular payroll as well as special payments such as sick buy-back, net pay reissues, and other out-of-sequence payrolls. The Payroll Administrator reviews and analyzes employee transactions and time reports to ensure compliance with federal and state regulations, college policy, the employee handbook, and provisions of collective bargaining agreements.

JOB DESCRIPTION

Customer Service

- Communicate via email, in-person, phone and videoconference responding to employees, departments, managers, or agencies with questions related to pay, deductions, taxes, etc. Research and respond to payroll inquiries.
- Manage the payroll queue in Halo ticketing system.
- Send general reminders related to time entry and approval deadlines, year-end processing, etc.
- Create and update procedure and job-aid documentation for the department and community use.
- Maintain accurate information on website and in Workday including setting up processing for future payroll, vacation and holiday calendars.
- Serve as back-up for unemployment and employment verification requests.

Payroll Processing

- Coordinate all aspects of biweekly payroll processing for multiple pay groups, including auditing, analyzing, verifying, and entering payroll items.
- Ensure accuracy of gross-to-net calculations, benefit deductions, retirement contributions, tax withholding, union dues, and garnishments.

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- Review reported time, follow up with managers and employees, evaluate time and adjustments from prior pay periods; evaluate unprocessed time and clean-up unsubmitted time entries.
- Run payroll audit reports in preparation for processing, follow up as needed and make adjustments/fixes for accurate and timely payment.
- Communicate about missing direct deposit information, distribution of printed checks or pay cards, net pay reissues, direct deposit rejects, and stale dated checks.

Payroll Knowledge, Reporting, Tax Filing and Reconciliation

- Maintain compliance with federal, state, and local payroll laws and regulations including wage and hour, tax and reporting requirements.
- Develop strong understanding of collective bargaining agreements including time entry codes, pay rules, earning calculations, and reporting.
- Support calendar year-end processes including W-2 preparation, reconciliation, and distribution.
- Run reports to assist with preparing periodic, quarterly, and annual tax filings.
- Respond to audit requests and compliance reporting.
- Assist with entries to finalize fiscal year-end.
- Track garnishments, advance repayments, and create accounts payable requisitions.
- Register and maintain payroll tax accounts; reconcile ADP tax transactions; file and pay tax obligations outside of ADP's processing; and reconcile payroll tax records with ADP, tax agency and accounting records.

Testing and System Maintenance

- Partner with internal and external teams for Workday testing related to system projects, optimization, enhancement, fixes and new releases.

Perform all other duties as assigned.

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Salary Grade 8: \$71,800- \$75,000 per year (depending on experience)

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

[Compensation at WPI](#)

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer. 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 from all 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-Administrator_R0003307

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

Worcester Polytechnic Institute

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