



Job Title: Agent, Payroll

Salary Schedule: Supervisory/Technical/Confidential
Pay Grade: Market Rate

Job Code: 500070
JDE: A-6.04

MAJOR FUNCTION:

Assist in the administration and interpretation of Payroll policies and procedures to ensure accurate and timely pay for all employees of the Lee County School District.

MINIMUM QUALIFICATIONS:

- High School Diploma
- One (1) year of experience in a related field.

PREFERRED QUALIFICATIONS:

- Associate's degree from an accredited institution.
- Three (3) years of experience in a payroll related field.

Relevant work experience or education may be substituted to satisfy minimum qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Clear and concise oral and written communication skills; organizational and management skills.
- Knowledge of HIPAA, Public Records, Sunshine Law, FERPA, and other laws/regulations related to student and employee privacy, public information, and records retention.
- Knowledge of and experience with industry-standard computer applications, enterprise resource planning systems, and computer applications such as spreadsheets, and database applications.
- Knowledge of pertinent laws, rules, statutes, regulations, policies, and procedures for the functional area of assignment.
- Ability to interact professionally and effectively with diverse customers.
- Ability to work effectively under stress of multiple deadlines, volume of workload, and complex multi-tasking requirements.
- Ability to organize self, prioritize tasks, and maintain a high level of energy in a fast-paced environment to provide efficient and accurate payroll services.
- Ability to analyze problems and develop creative solutions to complex Payroll issues.

REPORTS TO:

Director, Payroll or Designated Administrator

ESSENTIAL JOB FUNCTIONS:

- Serves as the Payroll liaison with schools/departments; provides training and guidance to administrators and other designated personnel regarding payroll functions.
- Assist in the administration of payroll policies and procedures to meet compliance requirements of applicable board policies, collective bargaining agreements, federal laws, state board rules, and Florida statutes.
- Validate the employee data entered by Human Resources, including employee life action data, for new, current, and former employees. This includes but is not limited to standard hours, employee status, pay group, absence management pay group, FICA status, frequency of pay, hourly rate, component of pay for degree supplement, and ESE component.
- Validate salary placement data entered by Human Resources for new employees and employees with assignment change actions.
- Validate, update, and correct employee retirement status. Validate assigned work schedule and update as needed for changes in status, and/or create part-time schedule. Validate and maintain time reporter is active with the correct pay group and effective date.
- Validate advanced and personal time for accuracy based on data entered by Human Resources.
- Validate applicable vacation time, leave without pay, sick and vacation balances upon termination.
- Validate sick and or vacation balances for leave of absence.
- Process employee transfer of sick leave to family members, monitor sick leave transferred in from a prior employer, and adjust balances needed for terminal sick pay pay.
- Update payroll option for any change in pay group.
- Validate supplement information submitted.
- Create online checks as needed.
- Create an employee calculation sheet based on validated information entered by Human Resources in job data.
- Create additional pay entries for all employees with CRG's and add any applicable salary supplements.
- Review and enter time sheet data for the entire school district into Peoplesoft.



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- Balance the semi-monthly payroll this includes but is not limited to validating timesheet entries, validation of absences, validation of insurance deductions or flex credits, validation of retirement changes, validation of terminations, and employees transferred to a new location or pay group.
- Utilize the District Enterprise Resource Planning Software (PeopleSoft) and other programs to perform essential Payroll functions.
- Establish and maintain working relationships with all level of current and former district personnel, and outside agencies with frequent interaction through various methods of communication.
- Counsel with employees frequently regarding pay information, articulate accurate interpretation of board policies, collective bargaining agreements, and payroll related policies and procedures.
- Assist payroll leadership team in developing and implementing current and future payroll policies and procedures.
- Assist in the development and maintenance of internal and customer procedure documentation and training of new staff members.
- Maintain confidentiality of employee and department functions.
- Utilize effective oral and written communication skills corresponding with customers, preparing reports and projects, and in dissemination of information.
- Develops and maintains appropriate record-keeping systems.

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	70%
<input checked="" type="checkbox"/> Finger	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	80%



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Dexterity		
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	10%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	30%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	30%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	90%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	10%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	50%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	10%

TERMS OF EMPLOYMENT: 12-month year. Salary as established by the Board.

DAYS PER YEAR: 255

FLSA STATUS: Non-exempt

BARGAINING UNIT: Non-bargaining

WORKER'S COMP. CATEGORY: 9101 - All Other

BOARD ADOPTION: 09-07-22

REVISED: 6-27-23

REVIEWED: COMPENSATION & LABOR RELATIONS WILL COMPLETE

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job-related.