

**ANNOUNCEMENT OF POSITION VACANCY**

[www.enterprises.csus.edu](http://www.enterprises.csus.edu)

**Payroll Technician II  
Payroll Services  
REQUISITION #604400969**

*University Enterprises, Inc. (UEI) at Sacramento State is seeking a Payroll Technician II for Payroll Services. Payroll Services provides accurate financial information to UEI departments, federal and state agencies, banking institutions, and auditors. Employees receive timely and accurate payroll checks, direct deposits, and annual W-2s, and federal and state government offices receive information for payroll wage and tax reporting. Payroll Services also maintains and processes employer-provided benefits and payroll deductions.*

**RATE OF PAY:** \$3,615 - \$5,423 per month

**BENEFITS:** UEI offers an excellent benefits package that includes:

- Participation in CalPERS Retirement Program
- Paid Vacation Time – starting at 6.66 hours accrued/month
- Paid Sick Time – 8 hours accrued/month
- Paid Holidays – 14 paid holidays per year including paid time off the week between Christmas Day and New Year’s Day as the CSUS campus is closed
- Excellent medical benefits – 100% employer-paid medical & dental for employee-only coverage and low cost for family coverage
- Educational Assistance Program for employees and/or dependents
- Work from home for up to two days per week with supervisor approval following a successful 6-month probationary period
- Child care subsidy
- View a comprehensive list of all of the benefits at <https://simplebooklet.com/benefitsataglance>.

**FILING DEADLINE:** This position closes to new applicants on January 27, 2025.

**APPLY ONLINE:** To be considered, all applicants must apply through the UEI website at <https://secure6.saashr.com/ta/6158859.careers?ShowJob=604400969>. Applicants who apply outside of this link will not be considered.

**CONDITIONS OF EMPLOYMENT:**

This is a full-time, non-exempt (eligible for overtime pay), benefited position that is covered under the California Public Employees’ Retirement System. Continued employment in this position is dependent upon the mutual consent of University Enterprises and the employee, and either University Enterprises or the employee can, at any time, terminate the employment relationship at will, with or without cause.

The selected candidate must furnish proof of eligibility to work in the United States. University Enterprises, Inc. is not a sponsoring agency (i.e. H-1B Visa).

It is strongly recommended that all University Enterprises, Inc. employees follow COVID-19 vaccine recommendations adopted by the U.S. Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications.

### **MINIMUM QUALIFICATIONS**

1. Demonstrated experience in performing a variety of payroll preparation, record keeping, and transaction assignments including experience with the methods, practices and principles of payroll preparation and the ability to maintain proper records, controls, and fiscal information.
2. Demonstrated knowledge of the federal and state laws, ordinances, and regulations applicable to payroll, including those affecting the maintenance of payroll records and determination of proper payments.
3. Demonstrated experience in data entry, 10-key numeric keypad, and the use of computer systems and software applications including HR or Payroll databases, word processing, and spreadsheets related to payroll functions.
4. Demonstrated ability to calculate figures and amounts such as percentages, wage calculations and tax calculations. Demonstrated ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
5. Demonstrated ability to establish and maintain job priorities when there are changes in the workload, frequent interruptions, and competing deadlines.
6. Demonstrated ability to answer a variety of payroll questions and concerns from timekeepers, employees, and supervisors.
7. Demonstrated ability to prepare, review, and analyze information, define problems, collect data, establish facts, and draw valid conclusions.
8. Demonstrated ability to function effectively in a detail-oriented capacity and as part of a team.
9. Demonstrated experience working with and maintaining sensitive, confidential information.
10. Excellent command of the English language including grammar, spelling, and punctuation.
11. Must be fingerprinted and pass a background check. Must continue to meet the established standards.

### **PREFERRED QUALIFICATIONS**

1. Experience with Ultimate Kronos Group (UKG) Workforce Ready software or similar HRIS/Payroll program.

### **PHYSICAL REQUIREMENTS**

With or without reasonable accommodation: Sit for extended periods; frequently stand and walk; manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, printers, scanners, fax machines, and folder/insert machine.

### **WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with staff and the campus community.

### **DUTIES AND RESPONSIBILITIES**

This position is responsible for the collection, preparation, data entry, verification, and organization of all payroll and benefit data as well as a variety of assignments in the University Enterprises, Inc. (UEI) Payroll unit necessary to ensure the accurate and timely processing of payroll. This position must explain UEI policies and procedures as they relate to payroll as well as federal and state labor laws. The position reports directly to and receives general supervision from the Assistant Payroll Manager.

The specific duties and responsibilities are as follows:

1. Maintains the employee database as it relates to payroll such as entering new hire tax information, garnishments, and voluntary deductions; verifying rate change information; processing W-4 and direct deposit information; gathering and organizing payroll data; reviewing employee information ensuring proper pay profiles and Non-Resident Alien (NRA) information.
2. Verifies and audits automated time and attendance records ensuring they are completed accurately with proper pay codes and account codes. Reviews hours worked under Federal and State labor laws, making corrections when necessary. Verifies prior pay period adjustments to time reports; balances batches and verifies any data entry ensuring correct pay rates are applied. Notifies employees of discrepancies in time reporting.
3. Distributes payroll checks and W-2's, contacts employees regarding outstanding checks, logs correspondence, and prepares records to return unclaimed checks to the state.

4. Calculates and prepares manual checks when necessary; calculates and prepares retroactive pay adjustments; reports stop payment requests and processes replacement check; identifies potential payroll problems and discusses them with the Assistant Payroll Manager.
5. Maintains and verifies accrual records for sick leave, vacation, holiday, and personal leave. Accurately logs quarterly accrual information into spreadsheet including pay rate, percentage, and account information.
6. Processes semi-monthly, monthly, and quarterly payments for miscellaneous employee deductions and contributions, such as: United Way, employee wage garnishments, and Workers Compensation; ensures proper documentation, accurate billing information and reconciliation to the General Ledger and Payroll Systems.
7. Provides training to employees and supervisors regarding the UEI Workforce.
8. Answers phones and greets visitors providing information on payroll policies and procedures and/or related payroll functions; distributes checks; directs callers/visitors to other staff as appropriate.
9. Assists employees and supervisors with questions regarding payroll policies, procedures, and pay received.
10. Verifies that time records of minors adhere to federal and state labor laws. Reports discrepancies to the Assistant Payroll Manager.
11. Scans and indexes documents and maintains scanned files to ensure all records are accounted for. Reports issues to the Assistant Payroll Manager.
12. Performs other job-related duties as assigned.

**Note: This position vacancy is with University Enterprises Inc., an auxiliary organization of California State University, Sacramento. This is not a University position; the incumbent will be an employee of University Enterprises.** *University Enterprises operates commercial enterprises on the California State University, Sacramento campus; it is responsible for grant and contract management and fiscal services for University research and sponsored programs and provides fiscal services to University related agencies and activities. University Enterprises is a non-profit corporation governed by a board of directors in conformance with the appropriate State of California codes and policy directives of the Board of Trustees and the campus administration.*

University Enterprises is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of University Enterprises that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placement, and promotions will be on a basis of qualifications of the individual for the position being filled, regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, sexual orientation, marital status, medical condition (diagnosis or history of cancer)\*, citizenship, veteran status, or physical or mental disability. Any persons who feel that they have been discriminated against in connection with an application for employment should contact University Enterprises' Director of Human Resources at (916) 278-7003. \*As defined in Section 12926(F), Government Code 12990.

\*\*\*AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER\*\*\*

In compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, California State University, Sacramento has made crime reporting statistics available on-line at [www.csus.edu/police/cleryact.htm](http://www.csus.edu/police/cleryact.htm). Print copies are available in the CSUS library and by request from the CSUS Office of Public Safety and the Office of the Vice President for Student Affairs.