

Payroll Manager

Northeastern offers a rewarding working environment for our students and employees. Our faculty and staff are smart, dedicated people who work to create an excellent urban university experience for bright and motivated students.

Job Summary:

This position is responsible for managing the payroll function for all NEIU employees. The position is responsible to ensure that all essential operational steps are completed for each of the payroll processing cycles.

Job Description:

- Leads the activities of the university's centralized payroll office and is responsible for accurate and timely payroll preparation/processing for approximately 1,600 employees.
- Establish goals and objectives for the department, and monitor the progress towards them.
- Performs audit with payroll changes (i.e. Retro Report) prior to processing Payroll in Workday.
- Establishes and maintains cooperative working relationships with the University community, state, federal and regulatory agencies, and the general public in establishing and enforcing the policies, procedures and objectives of the Payroll unit.
- Resolve problems that may occur with these stakeholders and reach amicable decisions.
- Provide guidance, training and expertise of current processes and identify ways to create efficiency while ensuring we provide quality service to our campus.
- Interpret and implement newly enacted legislation affecting payroll operation.
- Identify areas of payroll processing for improvement and generate ways of addressing and settling issues.
- Responsible for annual compliance reporting with the federal government, Social Security Administration and the state of Illinois.
- Reviews and audits wage increase for all eligible employees – union and non-union members.
- Resolves discrepancies between system generated accounts data, timesheet and monthly time reports for all employees.
- Updates the employee deduction records for parking deductions, tax withholdings, NEIU foundation deductions, union dues.
- Works with the Benefits team with all benefits deductions such as health/dental/life,etc and supplemental retirement plans (403(b) and 457(b)).
- Reviews and interprets court ordered and state ordered payroll deduction documents (i.e. garnishments, child support, wage assignments, tax levies, and state offset) and updates the employee records accordingly.

- Prepares calculation of compensable sick time and final vacation payout checks for employees.
- Responsible for the release of ACH files for payroll processing.
- Coordinates with the Benefits Team the use of paid time off for employees on approved leave with pay.
- Reviews, reconciles and make necessary adjustments to SURS' Payroll reports and responsible in submitting bi-weekly contributions to SURS.
- Represents HR on various committees and at meetings to plan and implement additional Workday functionality.
- Takes the lead to help the University departments responsible processing faculty contracts and all other employment contracts including the student employment data entry.
- Works closely with the Office of University Budgets and as well as all the areas within the Office of the Controller's Office – A/P, General Accounting & Grants to resolve payroll related issues.
- Performs reconciliation of various year-end reports such as Liability Report and sick bank donations.
- Assists the Benefits Team with the creation and submission of 1095-C document.
- Acts as liaison to auditors on payroll items.
- Researches, troubleshoots and resolves Workday Payroll issues
- Supervises and assigns work to Payroll Specialists/Partners
- Performs other duties as assigned by the Deputy Director for Payroll and Benefits and the Executive Director of Human Resources.

Minimal Qualifications:

1. High school diploma or equivalent.
2. Any one or any combination totaling five (5) years (60 months) from the following categories below:

A). course work in human resource administration, business administration or a closely related field, as measured by the following conversion table or its proportional equivalent:

- 30 semester hours equals one (1) year (12 months)
- Associate's Degree (60 semester hours) equals eighteen months (18 months)
- 90 semester hours equals two (2) years (24 months)
- Bachelor's Degree (120 semester hours) equals three (3) years (36 months)

B). progressively more responsible work experience advising and assisting a unit in the application of policies, rules, and regulations, and recommending, developing, and implementing actions.

Departmental Preferences:

- Bachelor's degree in from an accredited institution in a related business curriculum (such as accounting, business administration, finance, economics, or management sciences OR Certified Payroll Designation OR three years of professional-level payroll duties including payroll processing and related activities.
- 2+ years payroll experience ideally in higher education
- Working knowledge of Workday HCM and Payroll
- Strong organizational and communication skills

(This position requires a background check.)

Salary: \$70,000 - \$80,000 (depending on experience)

Other Information: Payroll Manager is an On campus position, not eligible for Remote work.

Benefits: Generous time off plan, including 13 Holidays, 5 Paid days of

administrative closure during campus December break, 25 Vacation days, 12 days of Sick leave earned per year, Education tuition waiver of up to 18 credit hours annually, Onsite Child Care Center & Campus Recreation. Comprehensive benefits package including health, dental, and vision benefits, and participation in the State Universities Retirement System.

Hours: Monday through Friday, 8:30 a.m. – 4:30 p.m. (Hours may vary depending on departmental needs)

Northeastern Illinois University is an Equal Opportunity/Affirmative Action employer and invites applications from Women, Minorities, Veterans and Persons with Disabilities, as well as other qualified individuals. Northeastern Illinois University's positions are contingent upon the University's receipt of its State of Illinois appropriation.