

# WISCONSIN LUTHERAN COLLEGE

## Human Resources Payroll Specialist

Department: Human Resources  
Reports to: Director of Human Resources  
FLSA Status: Non-Exempt  
FTE: .75 - 1.0 FTE  
Revised: May 2024

### POSITION SUMMARY

The HR/Payroll Specialist plays a vital role within the Office of Human Resources, collaborating closely with other Human Resources staff across all functional areas to ensure compliance, efficiency, and excellence in operations and service delivery to the Wisconsin Lutheran College community. This role encompasses diverse responsibilities including payroll administration, student employment, auditing payroll and recordkeeping, and providing user support for our time-tracking and Human Resources management system (iSolved). The Specialist works as part of a dynamic team of HR professionals, delivering innovative and customer-focused HR services and activities, with an emphasis on onboarding, student employment, and maintaining personnel files and electronic databases.

Reporting to the Director of Human Resources, the Specialist requires meticulous attention to detail, strong organizational skills, and the ability to thrive in a fast-paced environment. Acting as the key point of contact for various faculty, staff, and students, this role involves flexibility, initiative, and teamwork. Knowledge of the organization and the College's policies and procedures is essential.

### PRIMARY RESPONSIBILITIES

#### Payroll Administration

- Process exempt, non-exempt, student employee, and special pay requests in semi-monthly payroll, in coordination with ensuring compliance with federal and state labor laws and regulations. This includes the review of online timecards and approvals for timeliness and accuracy; researching errors and submitting special payments; and accurately entering payroll changes in the payroll system.
- Serve as the primary point of contact for our HR/Payroll system, providing support and troubleshooting.
- Collaborate with HR and Business Office colleagues to review and audit payroll data, making necessary corrections and improvements.
- Provide support and expertise to department managers and payroll processors, addressing inquiries and resolving issues effectively.
- Generate reports to audit records and fulfill data requests in partnership with other HR and Business Office team members.
- Verify and complete quarter and year end items. (W-2's, 941's, etc)

- Calculate semi-monthly retirement contributions for employee and employer and submit to the 403(b) Third Party Administrator (TPA) by the pay date.
- Request correct payment of our monthly benefit and background check vendors.
- Assemble Minister of the Gospel housing allowance resolutions and submit to the Director of Human Resources in November and as needed throughout the year for Board resolution and approval.

#### **Human Resources and Student Employment:**

- Collaborate closely with recruitment to facilitate seamless onboarding processes for new hires, ensuring all necessary paperwork, background checks, and payroll documentation are completed accurately.
- Assist in coordinating employment changes such as promotions, transfers, and terminations, ensuring accuracy of payroll changes and compliance with relevant policies and regulations.
- Coordinate payroll changes related to leave of absences, including FMLA, medical leave, and other types of employee leave, in partnership with other HR team members, ensuring accurate recording and tracking of leave time.
- Assist with developing and delivering HR training sessions in collaboration with HR team members.
- Coordinate and administer student employment programs, including recruitment, payroll processing, team management, and events.

#### **Administrative Coordination**

- Contribute to a collaborative work environment by actively participating in departmental meetings, projects, and engaging with colleagues.
- Complete HR tasks for open enrollment, unemployment insurance claim inquiries, performance evaluation tracking/notification, I-9 compliance, verification of employment, and year-end service awards.
- Play a vital role in the fiscal year end process, pertaining to salary adjustments, auditing accruals and other year-end activities.
- Assist with special projects and functions as needed, demonstrating flexibility and adaptability.
- Perform additional responsibilities as assigned.

### **REQUIRED QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities:**

- Attentive to confidentiality and the importance of safeguarding confidential and sensitive information.
- Demonstrate analytical skills and proficiency in using various software (on premise or cloud) and spreadsheets (e.g., Microsoft Office software) and the ability to adapt to and learn new software (including HR/Payroll system, Jenzabar or other cloud-based systems) and electronic processes.

- Ability to maintain a positive, effective, and cooperative working relationship with various campus constituencies.
- Demonstrated self-starter with excellent judgment; follow-up, problem-solving skills, and organizational skills; ability to assess tasks, set priorities, and complete tasks on time.
- Well organized, detail-oriented, and able to prioritize and manage multiple tasks and shifting priorities.
- Excellent oral, written, and interpersonal communication skills, and demonstrated ability to write clearly using proper formats, grammar and punctuation, and ability to edit, proofread and ensure accuracy and high quality of work. Ability to communicate effectively and professionally.
- Must have ability to decipher facts from narrative and make decisions based off of best available facts. Serve all employees with love, dignity, and respect, especially during difficult transitions and situations that are sensitive, personal, and difficult.
- Must be able to perform duties in a manner consistent with WLC's Code of Christian Conduct and WLC's mission, ministry, and affiliation with the Wisconsin Evangelical Lutheran Synod (WELS). Wisconsin Lutheran College does not discriminate in hiring or employment on the basis of race, color, national origin, disability, sex, age, marital status or other legally protected status required by law. Because Wisconsin Lutheran College is affiliated with the Wisconsin Evangelical Lutheran Synod (WELS), in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment to persons based on religion.

**Licenses/Certifications:**

- Possess and maintain a valid driver's license and driving record acceptable to the College's automobile insurance carrier.

**Education & Experience:**

- Minimum of two (2) years of broad-based customer service and/or team-oriented experience preferred. Payroll experience is preferred.
- Prior experience with iSolved a plus.
- Experience in higher education or nonprofit organizations preferred.
- Associate's degree or higher desired, Bachelor's degree preferred. Possession of Human Resources, Payroll, or other Business certifications are acceptable.

**Physical Requirements:**

While performing the duties of this job, the staff member is regularly required to sit, stand, use hands and fingers, and talk or hear. The employee is occasionally required to reach with hands and arms. The individual must regularly lift and/or carry up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**Salary:**

The anticipated starting salary range is \$21-24 per hour, commensurate with qualifications and experience.