

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 0122100

Payroll Assistant, Grade 9

Brief Description of Class

Payroll Assistants prepare and process payroll transactions and review related documents, answer basic payroll questions, and provide payroll customer service to agency employees, for which substantive knowledge of the policies, rules, and regulations issued by the Office of the State Comptroller, the Department of Civil Service, and the Division of the Budget is required.

Positions are located in the Human Resources, Business Administration, or Finance Offices in State agencies and facilities.

Distinguishing Characteristics

Payroll Assistant: full performance level; typically reports to a higher level Payroll Examiner; performs payroll transaction and document processing, standard payroll calculations, and prepares standard payroll reports; assists payroll program supervisors in resolving payroll certification issues and processing errors; may supervise Office Assistants 1.

Related Classes

Payroll Examiners 1 are payroll program supervisors in an agency or facility with a payroll of 200 to 500 employees; perform the full range of payroll processing tasks and activities as workload requires; in larger agencies, work under the supervision of a higher-level Payroll Examiner and specialize in the preparation of a segment of the agency payroll; typically supervise subordinate clerical staff such as Payroll Assistants.

Office Assistants 2 (Calculations) supervise two or more Office Assistants 1 or other lower-level staff; and/or directly perform the more difficult or complicated calculations work in the service of agency or program functions. The positions' duties may incorporate, but are not limited to, financial (including record-keeping, bookkeeping, and reconciliation activities), purchasing, or statistical functions.

Illustrative Duties

Processes payroll documents and transactions.

- Performs routine processing activities, including checking payroll documents such as direct deposit forms, tax forms, and other forms related to payroll transactions for completeness and accuracy.
- Enters data and information into and retrieves data and information from human resources and payroll computer systems.
- Verifies data previously entered to detect errors. This activity may include reviewing human resources transactions/information submitted to the payroll office by ensuring that position and employee information is complete and is consistently data entered in relevant computer systems.

Computes and verifies salaries, salary changes, deductions, and other wage information for agency employees.

- Calculates and processes salary increases, longevity payments, performance advances, overtime, holiday pay, inconvenience pay, recall pay, pre-shift briefing, lost time, extra-time, and other additional compensation payments.
- Conducts audits to ensure employees are being paid in accordance with Department of Civil Service Rules, negotiated agreements, and Office of the State Comptroller Rules and Regulations.
- May calculate adjusted earnings and taxes for employees to correct W-2 Wage Statements. Submits requests to issue corrected W-2 Wage Statements to the Office of the State Comptroller.
- May reconstruct employee salary histories by following standard procedures to determine and verify appropriate salary.
- May calculate, coordinate, and communicate back salary awards, settlements, penalties and garnishments in accordance with court orders, grievances, disciplinary proceedings, and arbitration decisions.
- May calculate the number of pay periods of sick leave with half pay entitlement for employees by applying knowledge of Civil Service Law, Office of the State Comptroller rules and regulations, and negotiated agreements.

- May review eligibility and adjust vacation, sick, and personal leave credits for part-time annual salaried employees using various reports to calculate the additional hours worked beyond their payroll percentage and the amount of leave credits to be adjusted under the guidelines set forth by the Department of Civil Service.
- May review submitted time sheets to determine they are completed in accordance with Department of Civil Service Time and Attendance Rules and contractually negotiated agreements.

Provides customer service to agency employees on payroll and human resources related issues.

- Answers questions from and provides information to employees and managers regarding general payroll topics and individual status issues and inquiries. Refers more complicated inquiries and/or unresolved errors as necessary.
- Writes responses to authorized inquiries from banks, insurance companies, and government agencies regarding standard employee wage and benefit information by using multiple computerized systems to gather data.
- May coordinate and deliver informational sessions and new employee orientations on general payroll, human resources, and benefit topics.
- May be responsible for the administration and communication of time and attendance and/or payroll related programs.

Assists payroll program supervisors in resolving payroll certification issues and processing errors.

- Reviews standard payroll reports to ensure transactions are processed properly.
- Processes corrective transactions to rectify payroll errors and certification issues.
- Assists with resolving more complicated issues by researching specific payroll topics and contacting control agency staff with specific questions or guidance requests.

Under direction, assists payroll program supervisors in providing on-the-job training for Payroll Assistant Trainees.

May supervise the work of subordinate clerical staff in the processing of the basic payroll documents.

Minimum Qualifications

Payroll Assistant

Open Competitive: successful completion of a one-year traineeship.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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