

Class Specifications
for the Class:

PAYROLL CLERK
SR-10; BU:03

Duties Summary:

Prepares departmental agency or individual semi-monthly payrolls, maintains individual employee payroll and personnel records and files; and performs other related duties as required.

Distinguishing Characteristics:

This class involves the preparation of semi-monthly payrolls and the maintenance of individual payroll records for an agency, department or division.

Examples of Duties:

Determines time worked by employees from time cards, time sheets, attendance records, notifications from supervisors or other records and forms; computes required payroll figures including employee's total earnings for the payroll period based on established rates of compensation and time worked, credit union, insurance, union dues, bonds, community chest contribution and other items; verifies and computes overtime, time lost, leave without pay, temporary assignments, hazard pay differential, split-shift, stand-by and other pay adjustments; computes payroll changes resulting from promotion, reallocation and other personnel actions; posts computed data to payroll work sheets showing information such as employee's name, retirement system status, rate and tax code; totals payroll figures for employees covered by payroll for payroll summary and distribution purposes; types or supervises the typing of detail and summary semi-monthly and supplementary payroll claim vouchers from payroll work sheets; posts information pertaining to employee's status, earnings, personal history, time worked, service anniversary date, and related matters to or individual records; explains payroll procedures and payroll figures to departmental personnel as necessary; maintains sick and vacation leave records and prepares reports; may prepare payroll certification, vacation, sick leave, performance rating, workmen's compensation and other forms for processing by appropriate departmental personnel; may compile data on cost of personal services for budget purposes; operates typewriter, adding and calculating machines in connection with payroll preparation; may compute breakdown of labor costs by funds chargeable from labor time sheets.

Minimum Qualification Requirements:

Training and Experience: (1) Three (3) years of clerical experience, one of which shall have included payroll preparation, payroll record keeping, time keeping or related payroll work, and graduation from high school; or (2) any equivalent combination of experience and training.

Knowledge of: Payroll procedures and forms; the laws and rules governing hours of work, vacation, sick leave, civil service, and compensation; office practices and procedures, particularly with reference to payroll preparation, payroll recording and time keeping; filing methods and systems; the use of standard office machines.

Ability to: Make arithmetical computations; compare names and numbers; compile figures; keep records; operate adding, calculating and typewriting machines; understand and interpret laws, ordinances, rules and regulations pertinent to payroll preparation; work harmoniously with others.

Physical Requirements

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition, which would cause applicants to be a hazard to themselves or others, is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum specifications for the class, PAYROLL CLERK, to include the physical and mental/emotional requirements, effective June 1, 2005.

This class is adopted from the City and County of Honolulu relative to the transfer of hospital personnel to the State effective January 1, 1970, pursuant to Act 275, SLH 1969.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: _____
JANICE WAKATSUKI
VP/Director of Human Resources