Housing HR Payroll Associate

Description of Work

Administer payroll and personnel processing functions and activities for 1000+ University Housing employees. This position processes payroll and personnel information based on preliminary information collected from 15 primary organizational units in Housing. The information is verified for accuracy and compliance with federal regulations and University policy, and processed either in paper format or direct entry to SAP. This position is also responsible for collecting the required documentation from new employees and maintaining certain electronic systems related to payroll and personnel processing for University Housing.

The University of Nebraska-Lincoln seeks to attract and retain a high performing and diverse workforce in which employees’ differences are respected and valued to better meet the varying needs of the diverse populations we serve. The university fosters a diverse and inclusive work environment that promotes collaboration so that all individuals are able to participate and contribute to their full potential. As an EO/AA employer, qualified applicants are considered for employment without regard to race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation. See: http://www.unl.edu/equity/notice-nondiscrimination.

Minimum Required Qualifications

High school education plus three years of payroll-related work experience required; equivalency considered. Proficiency with personal computers, an electronic calculator and general office equipment necessary. A working knowledge of prevailing payroll and personnel practices essential. Must have experience with Access or other database applications. Demonstrated ability to work accurately, efficiently, and provide excellent customer service in a fast-paced and constantly-changing environment required.

Preferred Qualifications

Associates degree in business or related field preferred. Work experience in a high-volume, fast-paced environment desirable. Higher education experience and knowledge of University policies and procedures related to payroll and personnel preferred. Experience with automated timekeeping systems is helpful.