



Job Opportunities

Payroll HR Coordinator

This is a full-time position working Monday through Friday.

This position is responsible for providing support to the Human Resources Department in all aspects of payroll and administrative tasks. The Payroll & HR Admin Coordinator will deliver high quality services in a manner consistent with the mission and values of the Legacy Retirement Communities and complies with applicable state and federal laws and regulations.

Essential Duties and Responsibilities:

- Update the ADP system to include new hires, terminations, status/wage changes, benefit changes, garnishment information, direct deposit changes, special pays, etc.
- Complete garnishment interrogatories, submit to Court, enter in ADP. Keep track of balances. Create letters to communicate with the employee and/or other parties.
- Monitor earned time off (ETO), floating holiday and other hours in the system. Ensure the ETO accruals are updated each pay period. Assure time off policies are updated in the ADP system with status changes.
- Process payroll per the set schedule by running the necessary preview reports, verifying the accuracy of the payroll and submitting the payroll to ADP. Once payroll has processed, run all reports for the pay period to include the FSA report, HSA report, 401(k) report, the standard payroll processing reports, etc.
- Create and run reports from the ADP system. This includes: birthday reports, anniversary reports, employee rosters, ad hoc reports as requested. Ensure reports are correctly formatted and have a professional appearance.
- Prepare cross charges each pay period to forward to accounting for manual entry in the GL.
- Order anniversary gift cards monthly. Prepare anniversary letters and assemble with gift and get to Executive Directors in a timely manner.
- Complete employment verifications both in writing and verbally per Company guidelines.
- Notify the Nurse Aid Registry of all new hires and terms who have necessary licenses.
- Create new hire files and ensure all documentation is accounted for in the new hire process to include: criminal history, sex offender registry, APS/CPS, licensing, I-9, etc. Track the new hire orientation sheets. Process any invoices associated with these background checks.
- Assemble new hire/benefit packets (FT/PT, clinical, non-clinical, Dining Services) to include personalization, the benefits letter and name tag.
- Update employee information for the Intranet, Life Loop and Mail Chimp to include new hire and termination information.

The Legacy

5600 Pioneers Blvd.
Lincoln, NE 68506
402.436.3000

Legacy Terrace

5700 Fremont St.
Lincoln, NE 68507
402.464.5700

Legacy Estates

7200 Van Dorn St.
Lincoln, NE 68506
402.484.8888

Legacy Arbors Memory Care

3777 North 58th St.
Lincoln, NE 68507
402.466.3777

- Post content, news events, resources to the Company Intranet. Update careers page on the LRC website.
- Perform general and administrative tasks to include: HR filing, schedule off site meetings to include catering, take minutes at meetings, keep the HR files updated and organized on the HR One drive, create forms and documents consistent with the HR look, coordinate internal distributions to include copying, labeling, sorting, etc.
- Perform employee service functions by answering the HR phone line, screen calls, answer human resource questions from employees, Managers and the general public.
- Work on special HR projects as they arise.
- Perform other duties as assigned.

Qualifications:

- A high school diploma or equivalent required. A post-secondary education in Human Resources, Business Management, Accounting or related field highly desired
- Two to three years of experience in payroll and/or Human Resources desired.
- Attention to detail required. Organized and possess strong time-management skills to perform all of the tasks of this position.
- Proficient in Microsoft Office products including Word, Excel, Power Point and Outlook. Experience with ADP or other payroll software packages highly desired.
- Understand technology and able to troubleshoot issues for employees logging into systems and or with applicable apps.
- Reliable as attendance and dependability is required to meet deadlines. Must be an independent thinker, a self-starter and able to maintain confidentiality.
- Capable of relating to a variety of people and personalities. Possess a high degree of interpersonal relations skills. Able to speak clearly both in person and on the phone.
- Possess a valid driver's license as travel to the communities may be required.
- Able to lift 25 pounds.

Working Conditions:

- Will be required to travel to the Legacy Retirement Communities as needed.
- May be exposed to chemicals/cleaning solutions.

Legacy Retirement Communities is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Ways to apply:

- Visit our careers website to complete an online application: www.careers.legacyretirement.com
- Email a resume to michaela.halvorson@legacyretirement.com
- Stop by any of our locations to complete a paper application

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