



**Job Specification**

**Job Title: Payroll Assistant**  
**BCAT Code: 510X CX**  
**Pay Grade: G11**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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**General Description**

Provides support in the production of payroll for the University, specifically as it relates to providing customer service to employees, sorting incoming documentation, input of payroll actions and changes, and processing timesheets.

**Examples of Duties**

- Greets and assists all customers either in person or by phone.
- Sorts and routes payroll documentation.
- Inputs date of payroll changes in the system.
- Processes temporary timesheets.
- Assists in balancing student assistant payroll.
- Assists with resolving problems with employees' paychecks.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Thorough knowledge of Spectrum (Financial System).
- Knowledge of the personnel/payroll system.
- Must be able to lift and transport heavy boxes. (Up to 25 lbs.)
- Proficiency with word processing, spreadsheets, and database software.
- Ability to multi-task in a deadline driven environment.
- Ability to handle highly confidential information with an appropriate level of discretion.
- Ability to plan, organized, and prioritize work.

**Minimum GSU Hiring Standards**

High school diploma or GED and 2 years of customer service, payroll, human resources experience, or clerical experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*