

**UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA**

JOB DESCRIPTION

ROLE TITLE:	Payroll Administrator - Input
DEPARTMENT:	Payroll, HR Services
SCHOOL / DIVISION:	Human Resources Division
REPORTS TO:	Team Leader – Payroll Input
DIRECT REPORTS (FTE):	0.0 FTE
INDIRECT REPORTS (FTE):	0.0 FTE

1. PRIMARY PURPOSE OF THE ROLE:

Provide a client focused, efficient and effective payroll administration and processing service by carrying out the day-to-day tasks required in the accurate preparation, completion, maintenance and investigation of payroll matters.

2. ACCOUNTABILITIES:

- Undertake the establishment and maintenance of electronic employee master file data and relevant HRMIS data using various authorised source documents. This requires an understanding of 'field' business rules.
- Follow procedures and policies to undertake a range of payroll related administrative processes resulting in the accurate processing and paying of employees. This requires an understanding of process flow, connection between steps, and impact of decisions.
- Perform a variety of accounting-based calculations/reconciliations in the preparation, processing and maintenance of payroll, salary, allowances, leave and benefits. This requires numeracy skills and understanding of university 'norms'.
- Provide information or advice to staff on a range of payroll related processes and queries.
- Respond to authorised third party requests. This includes ACC and benefit providers.
- Review, analyse and verify payroll reports and documents for accuracy; making necessary adjustments or corrections through established procedures.
- Keep up to date with current legislative requirements, employment agreements, and University policies.
- Ensure all relevant documents are retained to meet information management requirements.
- Work collaboratively with HR Services colleagues, broader Shared Services Division, and the HR Division to deliver seamless services.
- Ensure all actions meet audit requirements and undertake requested data audits.
- Confidential management of payroll information including ensuring the integrity and security of data.
- Contribute towards continuous improvement and system upgrade/enhancement projects.

3. KEY RELATIONSHIPS:

Internal:

- Payroll Manager, Payroll Administrators - Input, and Payroll Processing team
- HR Administrators and Position Information Administrator
- HR Advisory team
- Remuneration team
- University Staff

External:

- Ministry of Social Development / WINZ
- Accident Compensation Corporation

4. QUALIFICATIONS & EXPERIENCE:

Essential:

- NCEA (min Level 2) or equivalent recognised qualification.
- Experience in a busy time critical administrative / operational function.
- Experience in the provision of excellent client service including the ability to effectively clarify and answer enquiries from a range of people, both verbally and in writing.
- Experience at undertaking work in a systematic and disciplined way, accepting some of the work is routine and repetitive.

Preferred:

- Experience in payroll or finance is an advantage, but full training is provided.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential:

- Ability to work as a positive, supportive and co-operative team member.
- Ability to be flexible and adaptable and respond quickly when situations change.
- Excellent organisational skills, such as time management and prioritising.
- High level of numeracy skills and ability to deal accurately with calculations.
- An eye for detail including the ability to enter data with a high degree of accuracy.
- Computer literacy and word processing skills including the ability to use Microsoft Office.
- Accepts responsibility for own work activities, behaviour and personal development.
- Dedication to working in a culturally safe and respectful manner, including understanding and appreciation of Te Ao Māori, Te Tiriti o Waitangi principles, and Pasifika values.
- Ability to maintain strict confidentiality.

Preferred:

- Knowledge of legislation relating to payroll i.e. Holidays Act, Taxation, ACC, Wages Protection.
- Expertise at using an integrated HRMIS or Payroll System.

6. SPECIAL REQUIREMENTS:

Able to work extra hours in times of high workload, should that be required.

7. DIRECT BUDGET ACCOUNTABILITY:

No direct budgetary responsibility.

8. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

12. EQUITY AND DIVERSITY:

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.