

I. Position

Payroll Clerk (4.6)

II. Related Titles

I□ Essential Functions

Maintain all information applicable to and compile payroll information. Compute payroll for all staff members.

IV. Additional Responsibilities

1. Maintains payroll records
2. Produces computerized payroll reports
3. Maintains time and attendance, absentee and leave reports
4. Prepares payroll and all payroll related tax returns and reports:
 - Collects time cards and other pay vouchers from all departments
 - Totals or verifies total hours worked by each employee
 - Maintains accurate records of pay rates for all employees
 - Computes gross pay for all employees
 - Reconciles tipped employees' gratuity reports and posts to payroll files
 - Deducts appropriate local, state and federal taxes and other deductions from gross pay
 - Reduces gross pay for each employee for insurance, retirement, etc.
 - Computes net pay
 - Mails payroll checks to employees, if necessary
 - Prepares all appropriate tax forms and deposits required for submission with payroll

V. Reports to

Controller

VI. Supervises

No supervisory duties are included in this position