

**Killeen Independent School District  
Job Description**

**Job Title:** Payroll Technician  
**Department:** Business Services  
**Reports To:** Payroll Coordinator  
**FLSA Status:** Non-exempt

**SUMMARY**

Compiles payroll data to maintain payroll records by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

Reviews W-4 and direct deposit forms to ensure they are filled out accurately for new hires, current employees and terminations either by paper format or by electronic submissions entered through the Employee Service Center.

Completes employee wage verifications, applications for housing assistance and various government agencies, and any other employee status inquiries as needed.

Maintains payroll records and appropriate forms, filed alphabetically and numerically for easy access for annual audits and updating employee files as needed.

Provides customer service to employees in person, via telephone or by email in a confidential manner to answer questions or concerns about any pay issues, and coordinates with other departments as needed to assist employees.

Reviews payroll data such as hours worked, leave used, supplemental pay, and excess comp time earned to verify the accuracy of pay calculations obtained from the computer data base, time cards, Excel spreadsheets or any other sources submitted.

Verifies employee membership on the TRS website to ensure that the employee files are updated accurately on the employee records. Assists with TRS monthly reporting by editing and combing report records.

Processing semi-monthly and monthly payrolls by reviewing data entered into the computer database, verifying time clock & leave entries, analyzing wage calculations for accuracy and troubleshooting any errors that arise in a timely manner to meet processing deadlines.

Review terminations for over payments, verify transfers between departments, update leave balances for accurate service records, analyze pay queries for possible corrections, and run pay adjustments to correct pay discrepancies.

Basic Microsoft Office knowledge needed to perform daily tasks.

Performs other tasks that may be assigned by Payroll Coordinator.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Must possess a high school diploma or hold a general education degree (GED) certificate and general clerical/secretarial experience.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from employees and the general public.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Prepared By: Sheila Ham, Payroll Coordinator

Prepared Date: March 24, 2021

Revised By:

Revised Date: