As the University of California’s first law school, UC Hastings College of the Law is ABA and WASC accredited and committed to outcomes-based education and assessment. It boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco’s Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a dynamic community in which you will interact with staff, faculty and students.

Payroll Manager
Office of Fiscal Services

Classification: Level 3 / Class Code 2220 / Full Time / Exempt / Benefited / Represented
Hiring Salary Range: $55,373 – 77,511 annually (commensurate with qualifications)
Posting Date: May 23, 2014

THE ROLE
UC Hastings is seeking a Payroll Manager. The incumbent is responsible for managing and processing all aspects of payroll for the College’s 1,000+ employees, consisting of faculty, staff, students and temps, utilizing the University of California’s Base Payroll System (PPS). UC Hastings maintains a full cycle payroll including the remitting and reporting of all benefits and payroll taxes. The incumbent should have at least four (4) years of processing payroll in a fast-paced, complex environment with a variety of pay types and methods, employee pre and post-tax deductions, in a management/supervisory role with full responsibility in tax remitting and reporting. Additionally, the incumbent will lead the College's implementation and roll out of UC’s “UC Path”, which includes migration to the PeopleSoft platform and a shared service center.

RESPONSIBILITIES
Typical duties include but are not limited to the following:

- Processing all payroll, tax and benefit transactions associated with the College’s two payroll cycles;
- Calculates gross-to-net pay with various pre and post-tax deductions;
- Calculates, remits, and reports monthly and quarterly taxes including the preparation of quarterly and year end reports to employees, California EDD, IRS and forms such as W-2s and 1042-Ss;
- Calculates FTE (full-time equivalent) adjustments for leave without pay;
- Calculates overtime hours and pay, employee tax levies and garnishments;
- Calculate off-cycle checks due to employees for various reasons including retroactive payments, separation, and over payments;
- Application of collective bargaining agreement provisions as related to compensation;
- Manages all aspects of the payment process including the NACHA/ACH file transmission and paper check stock;
- Reconciles and remits benefit premiums to providers;
- Prepares the monthly labor cost distribution and calculates the benefit cost allocation;
- Reconciles various payroll and benefit accounts;
- Audits and verifies hours submitted for pay on employee timesheets;
- Establishes payroll deductions and remits same to applicable agency(s);
- Establishes and coordinates the annual payroll processing schedule and maintains all forms used to facilitate payroll processing;
- Coordinates the implementations of payroll system upgrades with UC Office of the President and UC Hastings Human Resources;
• Coordinates all table and report maintenance with UC Office of the President needed to maintain UC Hastings’ PPS instance. Such items include DOS Codes, Title Code, Home Department Codes, Fund and Account Codes, Work-Study Codes;
• Maintain non-resident alien reporting via GLACIER (Arctic International Portal);
• Assists with all College audits such as A-133, financial statement and IRS;
• Trains and develops staff on the payroll process.

REQUIREMENTS

EDUCATION AND EXPERIENCE

• Bachelor’s degree, preferably with major course work in accounting or business administration or four (4) years of related payroll experience involving a computerized, relational payroll system and with multiple and different types of pay cycles (i.e., monthly arrears/hourly, exception pay, bi-weekly), preferably in an educational environment;
• Four (4) years of experience of full cycle processing, remitting and reporting monthly, quarterly and year-end taxes in California (and multi-state) and with IRS and Social Security Administration;
• Knowledge and application of employment related regulations including California Labor Codes, FLSA, ERISA, PERB and DOMA;
• Knowledge of IRS rules related to the taxation of compensation, calculation of imputed income, and pre and post-tax employee deduction programs such as 403b, 457, transit, pre-tax medical contributions;
• Knowledge of Defined Benefit and Contribution Programs and other supplemental retirement programs (i.e., UCRS and CAP) and application of rules related to covered compensation;
• CPP certification from the American Payroll Association is preferred;
• Three years of experience with PeopleSoft’s Payroll Module is preferred.

KNOWLEDGE, SKILLS & ABILITIES.

• Strong customer service skills; ability to service all employees in a respectful and professional manner and maintain confidentiality of all payroll transactions/records;
• Communicate professionally, in both verbal and written form; articulate complex tax rules and regulations, garnishments, tax levies, and pay calculations to employees;
• Team player and work to foster an environment of team work with other members of Fiscal Services and Human Resources;
• Multi-task in a complex, fast-paced, high volume environment with strong time management skills to ensure deadlines are met;
• Skilled at an intermediate level using MS Outlook, Work and Excel and Adobe Acrobat tools;
• Must be able to safely lift boxes weighing 5 lbs. and up to 20 lbs.

BENEFITS

• Health, dental and vision care insurance plans
• Life Insurance
• UCRP Retirement Plan
• Disability Insurance
• Legal Insurance
• 3+ weeks of vacation starting the first year for full-time employees
• 8 hours accrued sick leave per qualifying month of service for full-time employees
• Thirteen paid holidays per year
• Credit Union
• Pre-Tax Transport Program

THE HIRING PROCESS
To apply, go to:
http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Payroll%20Manager%20-%20Fiscal%20Services%20May2014

Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

**This position has been designated as “sensitive” and requires a pre-employment background check.**

**WHAT TO EXPECT**

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. **A skills assessment will be conducted to determine if the minimum requirements are met.** Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

UC Hastings College of the Law is an Equal Opportunity Employer