

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: PAYROLL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Business Services Supervisor or designee, perform a variety of technical payroll duties in the preparation, processing, and maintenance of payroll records; ensure accuracy, timeliness, and compliance with applicable district policies, labor contracts and applicable state and federal regulations; audit, reconcile, and process payroll data; provide information and assistance to employees regarding payroll matters.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Prepare and process payroll for classified, certificated, substitute, and temporary employees in accordance with established timelines and procedures; calculate pay for overtime, extra duty, adjustments, garnishments, and other pay factors.

Audit, review, and verify timesheets, leave forms, personnel transactions, and payroll documentation to ensure accuracy and compliance with applicable rules, contracts, and regulations.

Maintain, audit, and update employee payroll records including tax status, retirement contributions, direct deposits, and voluntary deductions; input and verify payroll data in the payroll system.

Monitor and post employee leave balances and adjustments; ensure accurate reporting of sick leave, vacation, and other absences in the payroll system.

Prepare, reconcile, and submit payroll-related reports and data to outside agencies such as STRS, PERS, and the County Office of Education; ensure timely and accurate filing of required information.

Respond to employee inquiries regarding payroll matters including earnings, deductions, leave balances, and retirement contributions; research and resolve discrepancies and errors in a timely manner.

Coordinate with Human Resources and site personnel to obtain and verify information related to new hires, separations, and employee status changes affecting payroll.

Reconcile payroll registers and distribution reports; verify the accuracy of payroll fund allocations and assist with payroll journal entries as directed.

Assist with year-end payroll processing including the preparation of W-2 forms and process corrections as needed.

PC Approved: 6-12-25

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Assist with processing off-cycle checks, corrections, and manual payments as needed.

Maintain payroll-related records and files in accordance with retention schedules and audit requirements.

OTHER DUTIES:

Support the implementation of payroll software updates and conduct testing of new system functionalities.

Provide clerical assistance in compiling data for audits or special payroll reviews.

Assist in researching prior payroll records for internal or external requests.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, and terminology used in technical payroll processing.

Financial and statistical record-keeping techniques.

Applicable federal and state payroll laws and regulations.

District policies and bargaining unit agreements related to payroll.

Data control procedures and data entry operations.

Modern office practices, procedures, and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills including tact, patience, and courtesy.

Mathematic computations.

ABILITY TO:

Perform a variety of technical payroll duties to process and maintain payroll records.

Maintain accurate financial and statistical payroll records.

Audit, review, and reconcile payroll data and reports.

Calculate and verify earnings, deductions, and benefits.

Understand and apply applicable payroll rules, laws, and procedures.

Operate standard office equipment including a computer and assigned software.

Perform accurate mathematical computations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prioritize tasks, manage time effectively, and meet established deadlines.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent supplemented by college-level course work in accounting or related field and three years of increasingly responsible clerical payroll or

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accounting experience, preferably in a school district or other public agency.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Ability to see to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.