POSITION DESCRIPTION	
TITLE OF POSITION: Payroll Coordinator	**DEPARTMENT AREA:** (*insert reporting department e.g. Finance or Human Resources*)
REPORTS TO: Payroll Supervisor/Manager may also be dotted line to HR Manager	**DATE:** (*insert start date*)
TENURE: (*insert part time or full time*)	**PROPORTION:** (1.00 FTE or .50 FTE) **SALARY BAND:** (*insert if relevant for your company*)

ORGANISATION SUMMARY:
(*Insert your organisation summary here*)

PURPOSE:
The Payroll Coordinator is required to provide accurate processing of assigned payroll and maintenance of employee details, time and attendance programmes and HRISs.

POSITION STATEMENT:
The Payroll Co-ordinator is responsible for the collation of all payroll information, updating employee maintenance and employee transfers within departments on a time and attendance program and HRIS. This will be uploaded in a correct manner into the payroll system either by an interface or Excel file merge once thoroughly checked for data integrity.

KEY FUNCTIONAL RELATIONSHIPS – EXTERNAL
- Software company for upgrades or any further training.
- Inland Revenue Department.
- Ministry of Justice (Department of Courts).
- Work and Income New Zealand (WINZ).
- Accident Compensation Corporation (ACC).
- Ministry of Business Innovation and Employment (MBIE).
- New Zealand Payroll Practitioners Association (NZPPA).
- Unions.
- Southern Cross.
- Department of Statistics.

KEY FUNCTIONAL RELATIONSHIPS – INTERNAL
- All employees with general enquiries relating to pay.
- Finance Department.
- Human Resources Department.
- All other departments or Supervisors for employee shift/department changes.
- Administrators and Personal Assistants.

KEY ACCOUNTABILITIES:
1. Update and maintain time and attendance program.
2. Update, maintain and load employee information in the HRIS and payroll software systems.
3. Maintain, load and calculate payroll data.
4. Payroll reporting for external and internal requirements.
5. Human resource reporting for external and internal requirements.
6. Respond to enquiries and requests for information from customers.
7. Develop and improve resources, policies, procedures and systems.
8. Other duties required from time to time.

KEY TASKS AND EXPECTED RESULTS:
1. **Update and maintain time and attendance program.**

- Collate information and documentation relating to changes in the time and attendance programme.
- Add new employees and terminate resigning employees from the payroll to maintain an accurate database.
- Add and maintain setup of business rules and shifts when applicable in the time and attendance program.
- Change and check alterations to staff details where necessary.
- Complete enquires with Managers (via phone, fax, letters, emails), where necessary, to confirm staff details, missing clock punches if a supervisor has had an oversight, completion of casual contracts and any other issues arising from the time and attendance program.

2. **Update, maintain and load employee information into the HRIS and payroll software.**
   - Employee information is loaded into the HRIS *(insert software system)* to support the accurate function of the HRIS and HRIS reports. This may be an import from one HRIS to the payroll system *(insert what would be applicable for your company)*.
   - Collate information and documentation relating to changes in each payroll.
   - Maintain ACC records and reimbursement *(reimbursement only if on an ACC reimbursement scheme)*.
   - Add new employees as per employment agreement and terminate resigning employees from the payroll to maintain an accurate database ensuring all correct paperwork is completed.
   - Calculate the salary for each individual, to ensure all staff details for the pay run are accurate and complete.
   - Add and maintain setup if employees transfer departments (cost centres) when applicable.
   - Change and check alterations to staff details where necessary.
   - Maintain and reconcile leave balances and accruals.
   - Co-ordinate day-to-day operational functions for those that approve timesheets to ensure consistency and continuity with Payroll Services.

3. **Maintain, load & calculate payroll data.**
   - Complete enquires with Managers or Supervisors (via phone, fax, letters, emails), where necessary, to confirm staff details, completion of casual contracts and any other issues arising from the payroll calculation.
   - Load payroll data for new employees, and any changes to each payroll, into the payroll system in an accurate and effective manner, ensuring correct employee information is maintained.
   - Process termination pays in accordance with statutory requirements, contractual obligations and the organisation's policies.
   - Interpret data and take action on variances.
   - Ensure payroll balances and any errors are identified and corrected before finalising the pay period.
   - Produce a report to show the final amount for banking and gain sign off by the Payroll Supervisor and Finance Director or Controller. *(Insert which control your organisation requires.)*
   - Banking is prepared and checked before it is uploaded into the banking software.
   - Ensure payroll runs are verified and certified in accordance with internal and external audit requirements.
   - Maintain records, payments, deduction and other related information, in accordance with audit requirements.

4. **Payroll reporting for external and internal requirements.**
   - Liaising with external agencies (such as Inland Revenue Department, WINZ, Housing Corporation, Southern Cross, Ministry of Justice, court deductions, unions etc.)

preparing regular reports each pay run to provide information regarding payroll deductions and make payments to external organisations ensuring quality information is supplied and provided in a timely manner and as required by legalisation.

- Provide reconciliation and payment of superannuation-related deductions.
- Provide monthly reconciliations and payments for employer superannuation subsidy, PAYE, child support, student loans, social club and related deductions.
- Complete data requests and reconciliation for external clients such as Statistics New Zealand etc.
- Produce ad hoc reports as requested by staff and managers.
- Reports are checked for 100% accuracy before distribution and reconciled with the General Ledger accounts.
- Reports are produced within specified time frames.
- Leave entitlement reports are emailed to Supervisors on a monthly basis to manage employees leave liability.

5. **Human resource reporting for external and internal requirements.**
   - Create and generate reporting as required.
   - Provide regular HR monitoring statistics.
   - Provide accurate data and reports on salary and compensation planning.
   - Provide ad hoc reports when required.

6. **Respond to enquiries and requests for information from customers.**
   - Provide expert information to customer enquiries relating to pay, leave entitlements, form completion. Employee details are responded to with a high degree of customer service.
   - Information provided is accurate at all times.
   - Appropriate confidentiality is maintained at all times and information provided only to those who are entitled to access such information.
   - Sensitivity is demonstrated to employees in some private situations.
   - Enquires which cannot be answered correctly or effectively are referred to the most appropriate person who can meet the customer's needs e.g. your Supervisor/Manager.
   - Provide information/advice to staff/managers on what is available in term of benefits, eligibility criteria, options and related administrative procedures.

7. **Develop and improve resources, policies, procedures and systems.**
   - Analyse and improve the payroll system and HRIS and processes to streamline, gain efficiencies, and align with organisational strategies and to achieve best practice.
   - When any changes are made to current SOPs these will need to be updated and then checked and signed off by the Payroll Supervisor (e.g. Holidays Act changes and instructions on codes and setups in the payroll software, data entry etc.).

8. **Other duties required from time to time.**
   - Undertake tax year end and financial year end processes.
   - Complete annual PAYE and ACC reconciliations for invoicing.
   - Upgrade payroll system and HRIS as required by the software supplier making changes to software to complete upgrades.
   - Audit the software system following software changes to ensure it is correct and within company guidelines.
   - Work with software suppliers to provide solutions to software issues.
   - Identify ongoing training needs for managers in payroll and leave management.
   - Develop programmes and ensure employees and managers receive the appropriate training.
   - Co-ordinate and conduct new employee payroll system inductions.
   - Train others in the Payroll Team to undertake back-up payroll and payroll assistance.

9. **Contribute to the functioning of a high-performing team.**

- Support and contribute actively toward team performance and the achievement of the departmental, team or organisational goals and objectives.
- Participate in payroll-related projects when and if required by the Payroll Supervisor/Manager.
- Maintain collaboration and co-operation between all team members.
- Work closely with Accounting and Human Resources on all payroll-related issues.
- Contribute to overall team goals by demonstrating a willingness and flexibility to assist with another team member's responsibilities if they are absent due to holiday, sick leave or if heavier workloads are required due to project work (where skills and experience enable this to be possible).
- Take responsibility for the effective outcome of team work.
- Liaise with your direct supervisor on a regular basis regarding verification on interpretations or processes, trends and issues which may have wide-reaching implications.

10. **Self-development for current and future employment.**
- Develop and maintain knowledge and skills for competent performance of current position.
- Agree and implement an individual development plan.
- Complete an NZPPA Certificate in Payroll Practice.

This job description covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.
POSITION COMPLEXITY:
- This role is to complete assigned payroll duties within (*insert your payroll cycle, e.g. weekly, fortnightly, monthly)* according to established procedures.
- This role is accountable for the quality, security and accuracy of the work at all times, however, complex and unusual situations would usually be referred to the Payroll Supervisor.
- A high standard of customer service is required, within standard procedures and policies, to respond effectively to the customer's needs.
- This position works cooperatively with the Payroll Team, where necessary assisting others with workload and information, to ensure that the overall goals of the team are completed within specific time frames and meet the high standards of accuracy expected by the Payroll Department.
- This position is supervised and receives support where decisions are made outside set criteria.

AUTHORITIES:
Financial – Reports to Payroll Supervisor/Manager.
Staff – There are no staff reporting to this position.