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 4 / Class Code 6111 / Full Time / Exempt / Benefitted / Non-Represented / Temporary Pending Approval of New Position

**Hiring Salary Range:** $69,227 – $96,895 / year (commensurate with qualifications)

**Posting Date:** 07/18/14

**THE ROLE**

UC Hastings is seeking a Payroll Manager. This is a new position that reports to the Associate Director of Fiscal Operation. The position is temporary pending approval of the new position by the UC Hastings Board of Directors in early September 2014.

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**

The Payroll Manager is responsible for processing all payroll, tax and benefit transactions associated with the College’s two payroll cycles. Other duties include but are not necessarily limited to the following:

- Lead, supervise and direct all activities of the payroll department and staff including staff related to the UC Path implementation;
- Recruit, supervise and develop staff to deliver superior customer service and complete job duties and responsibilities in the most effective and efficient manner;
- 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 tax returns and reports to employees, California EDD, IRS including W-2s and 1042-S forms;
- Calculates FTE (full-time equivalent) adjustments for leave without pay;
- Calculates overtime hours and pay, employee tax levies and garnishment;
- Calculate off-cycle checks due to employees for various reasons including retroactive payments, separation, and over payments;
- Applies the provisions of various collective bargaining agreements 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 timesheet;
- 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 implementation of payroll system upgrades with UC Office of the President Hosted Services Department and UC Hastings Human Resources;
- Coordinates all table and report maintenance with UC Office of the President that are needed to maintain UC Hastings’ PPS instance. Such items include DOS Codes, Title Code, Home Department Codes, Fund and Account Codes, Work-Study Codes;
- Maintains 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;
- Attends the UC Payroll Managers’ Conferences and travels as needed for the UC Path Implementation.

**REQUIREMENTS**

**EDUCATION AND EXPERIENCE**
- Bachelor’s degree, preferably with major course work in accounting or business administration and 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;
- A minimum of three (3) years in a management or supervisory role;
- 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 California and federal wage and hour laws relating to the timely and accurate administration and execution of Payroll;
- 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 and the calculation of covered compensation for the respective purposes including retirement;
- CPP certification from the American Payroll Association is preferred;
- Three years of experience with PeopleSoft’s Payroll module is preferred.

**KNOWLEDGE, SKILLS & ABILITIES**
- Translate the practical application of payroll system software upgrades and modifications resulting from IRS tax code and other labor and tax related entities;
- Must be organized and be able to meet payroll deadlines;
- 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;
- Must be a team player and strives to foster an environment of team work with other members of Fiscal Services and Human Resources;
- Strong project management skills;
- 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 also be able to work with secure FTP software to receive payroll and labor reports;
• Must be able to safely lift boxes weighing 5 lbs. and up to 20 lbs. with the assistance of a hand truck.

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:

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. 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