

Work Study Job Description

Job Title	Student Payroll Assistant
Department Name	Psychology
Job Location	Guthrie Hall, bldg, rm. 126
Pay Rate	\$11.00 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Merly Jones
Phone Number	206-543-3366
Email Address	merlej@u.washington.edu
Website	
Box Number	351525

Nature of Organization

This position will assist the Payroll Coordinator in the preparation of the Department of Psychology's payroll and other related functions in a very fast-paced work environment

Duties and Responsibilities

Coordinate and prioritize workload to meet all payroll deadlines. Enter Ddata entry from staff LTR timesheets into the UW Online Work Leave System. Assist in the preparation and submission of the ETRs and PTRshourly payroll on semi monthly payroll deadlines. Make copies as needed. On a quarterly basis, Sort and distribute Grant and Contract Certification Reports to principal investigators (PIs) for signature. File and keep track of the signed reports, and follow up with PIs to ensure reports are returned by the due date. when reports are past due.

Create new employee files and complete filing as needed. Keep trackMaintain database of volunteers and complete background check as required. Assist with the distribution of paychecks and pay statements in paydays. Assist in responding to incoming and outgoing payroll e-mail and paper correspondence. Make copies as needed/requested for payroll files. Perform other related duties as required

Minimum Qualifications

This position requires attention to detail, good organizational skills, and good verbal, written, and analytical skills. Ability to handle confidential information responsibly. Excellent customer service skills. Excel, Word and Access experience helpful. Must be comfortable communicating with faculty. Ability to clearly communicate via email.

Be available to work about 10 to 15 hours per week, between 9 a.m. and 5:30 p.m., Monday through Friday. There are periods approaching deadlines where additional hours may be available.

Educational Benefits

Become familiar with the how payroll is prepared and managed, state and federal rules and regulations with regard to payroll practices and funding sources, and working with deadline driven tasks. The practices introduced in this position are based on a common set of guidelines that are followed by public and private sector employers. Students pursuing careers in a variety of fields may be interested in obtaining these skills.

How to Apply

Please email your resume and cover letter to merlej@u.washington.edu. Put Resume and your name.

Job Number: PSYC17 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal