

# WISCONSIN LUTHERAN COLLEGE

## Position Description

Position Title: Payroll/HR Generalist  
Department: Human Resources  
Reports to: Executive Director of Human Resources  
FLSA Status: Non-Exempt  
FTE: 1.0 FTE  
Revised: April 2021

**Position Summary:** The Payroll/HR Generalist is primarily responsible for processing timely and accurate semi-monthly payrolls, account reconciliation, delivering outstanding customer service, and serving as a primary contact for all payroll related matters. Additionally, the position is responsible for assisting and supporting the Executive Director in all HR functions with a focus and emphasis in benefits, onboarding, training, and maintaining personnel files and electronic databases.

### **Primary Responsibilities**

#### **Payroll**

- Assures accurate and timely completion of the semi-monthly payroll for faculty, staff, adjuncts, seasonal athletic coaches, AGS course facilitators, graduate assistants, vicars, and student employees; Ensures all time data is received in good order with accuracy, timeliness, and approvals by all supervisors
- Determines and maintains comprehensive records of all payroll deductions
- Maintains payroll master file records containing employees' personal, tax, and deduction data
- Comply with federal, state, and local legal requirements such as unemployment matters
- Works with the Staff Accountant to maintain checks and balances in payroll submission and reconciliation
- Acts as primary point of contact to answer employee questions related to payroll, escalating matters to the Executive Director as needed
- Performs employment status and compensation changes in the payroll system as needed with direction from the Executive Director
- Reconciles hours worked to hours paid and act as the technical resource to address and resolve inquiries and issues related to payroll
- Calculates semi-monthly retirement contributions and assure timely submission to the Third Party Administrator (TPA)
- Works with external departments to create accurate reports
- Audits and prepares annual W-2s and other compliance reports
- Compiles Minister of the Gospel housing allowance data in collaboration with the Executive Director for Board resolution and approval
- Maintain a case log of all active payroll errors

## **Human Resources**

- Provide daily office services (answer phone, receive guests, open and sort mail, return calls/emails, etc.)
- Partner with Executive Director to conduct on-boarding and off-boarding of workforce
- Promote and contribute to a culture of love and respect, honoring faculty, staff, and students
- Protect sensitive personal information of the WLC workforce using good discretion to escalate and disclose to the Executive Director when legally or ethically required to do so
- Assists in recruitment activities and work with supervisors throughout the hiring process
- Assist with the family medical leave (FMLA) leave process
- Manage files and paperwork of the office (i.e. training records, benefits records, and personnel files)
- Assists with annual Open Enrollment process including tracking and processing enrollment data, updating employee information in the payroll system and on benefit vendor websites
- Assists with benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees
- Responds to common employee questions and escalates to the Executive Director as needed
- Conduct background and reference checks
- In partnership with supervisors, track and maintain vacation, personal, and sick hours for all staff
- Performs other duties as assigned by the Executive Director

## **Requirements**

### **Education and Experience**

- Three to five years of generalist experience supporting payroll and benefits administration
- Experience with ADP pay systems is a plus
- Associate or Bachelor's degree in Human Resources or Business Management is strongly desired; additional experience above 3-5 years may be substituted for degree

### **Knowledge, Skills, and Abilities**

- Must have strong attention to detail and accuracy
- Possesses strong ability to establish priorities, work independently, problem solve, and proceed to accomplish objectives without supervision
- Exercises judgement on when to escalate matters to the Executive Director
- Protects sensitive and confidential information of the WLC workforce
- Proven oral and written communication skills with the ability to communicate effectively with faculty, staff, students, external partners with judgment and use of appropriate professionalism for each situation
- Demonstrated ability to use a personal computer and various software packages such as Microsoft Office and other related database software, with knowledge of ADP and Jenzabar database being a definite plus
- Exceptional service orientation, positive attitude, and joy through interpersonal relationship building and customer service Must have ability to decipher facts from narrative and make decisions based off of best available facts
- Must be able to perform duties in a manner consistent with WLC's Code of Christian Conduct and WLC's mission, ministry, and affiliation with the Wisconsin Evangelical Lutheran Synod (WELS)