

TITLE: <u>Personnel Clerk I</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA431</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>3</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

POSITION PURPOSE

Receive and review paperwork used to initiate personnel and payroll actions on University employees. A knowledge of general office routines and established policies and procedures is used to provide basic information and process University forms.

ESSENTIAL JOB FUNCTIONS

- Process personnel and payroll forms to establish assignments for select groups of University employees. Gather standard University forms; assemble necessary supporting information to document actions; review Personnel Assignment (PASS) forms and other paperwork for accuracy and completeness; notify appropriate personnel of inaccurate or incomplete information.
- Maintain department records on employees. Record employee absences; document personnel actions initiated; Ensure receipt of all timesheets/exception reports from units; review forms for completeness; forward timesheets to payroll for processing and pay. Adhere to deadlines established by the Payroll Department for payment of employee wages.
- Serve as unit receptionist. Answer and direct incoming phone calls; receive employees and visitors; provide basic information on department policies, procedures and deadlines. Open and sort incoming campus mail on an as-needed basis.
- Review for accuracy standard University forms. Verify First/Last Day of Work notices against Payroll records; compare Position Action Request forms (1489) information to unit requirements; circulate information received to proper units or individuals.
- Prepare reports on personnel actions initiated; order department supplies; track paperwork initiated and forwarded for action to ensure completion; follow up as needed. Serve as liaison between unit employees and Human Resources and Payroll Departments to obtain missing information or check on status of paperwork.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level provides responsible and independent review and routing of standard University forms and supporting documentation used to initiate personnel and payroll actions for University employees. This level performs tasks which are procedural in nature. Incumbents must handle new situations based on information learned through prior experience or exposure. Incumbents must exercise keen attention to detail. This classification reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience.
- Reasonable knowledge of University policies and procedures.
- Ability to communicate effectively with others.
- Ability to operate standard office equipment.
- Typically, incumbents have held lower level clerical positions.