

PAYROLL SUPERVISOR IV

ROLE

Processing Assistant IV. See Processing Assistant IV (00441) for more information about this class.

NATURE OF WORK

Payroll Supervisors are responsible for the work of a group of Payroll Clerks in the processing of payrolls.

Payroll Clerks process and maintain payroll records relating to rates of pay, time worked, authorized and automatic deductions and other factors determining the payment of employees in an organization. Limited public contact may be required to obtain information needed to process payrolls.

Special Note: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.