



**State
Police**

KATHY HOCHUL
Governor

DOMINICK L. CHIUMENTO
Acting Superintendent

POSTING DATE: 01/23/2024

APPLICATION DUE BY: 02/13/2024

Title: Payroll Examiner 3
Starting Salary: \$63,108.00

Location: Division Headquarters – Office of Human Resources
Payroll Section
1220 Washington Avenue
Building 22
Albany, New York 12226
Albany County

Salary Grade: 18

Employment Type: Full-Time

Work Days: Monday-Friday

Union Representation: PS&T

DUTIES:

Coordinate and oversee agency payroll operations.

- Responsible for entering bi-weekly payroll transactions into the Payroll System, including but not limited to, leave with and without pay, Worker’s Compensation, promotions, transfers, reassignments, new hires and retirements.
- Manually calculate any adjustments and/or overrides to ten (10) hour and twelve (12) hour employee paychecks, both for regular salary and additional payments for uniform members. Additional payments could involve seven (7) different types; each type requiring its own calculation and adjustment.
- Adding and/or deleting location pay changes associated with promotions, transfers, and bargaining unit changes.
- Responsible for manual calculations for Civilian staff who have additional payments, i.e.; location pay.
- Assign new line numbers for the PBA and NYSPIA bargaining unit positions by working with the Captain and Lieutenant in the Field Command Section to ensure appropriate information is obtained for the File 14 Member Promotion(s).

- Maintain vacancy cards to ensure smooth assignment of new line numbers. This includes updating vacancy cards with promotions/transfers with employee name and effective date to ensure easy tracking of the line number history connected to the line number and/or location.
- Notify Human Resources and other Sections of the final line number changes and assignments.
- Responsible for processing all changes in accordance with File 14 assignments. This includes: writing transactions, calculating payment adjustments, updating cards, and entering the correction information into PayServ.
- Maintain liaison with Troops regarding Intra-Troop transfers and assignments for line number changes. Communicate with Troop and Detail Commanders for more specific information relative to county locations and making appropriate salary changes.
- Responsible for calculating salaries, location pay and increment codes for Civilian staff due to promotions, transfers, and new hires. This requires following the guidelines set forth by the Office of the State Comptroller (OSC) and various union contracts, as well as ensuring knowledge of the increment codes to determine when performance advances and longevity payments are made.
- Maintain communication with the Division Leave Unit on Payroll Transactions, this includes a late separation from service, multiple on/off the payroll in the same payroll period for one individual employee, as well as discussing leave and overtime payments, schedules, and suspensions.

Direct work and oversee employees performing payroll-related functions.

- Supervise subordinate staff assigned to the Payroll Unit.
- Assist subordinate staff with auditing LATS overtime reports.
- Provide guidance with researching of payment issues, schedules, incorrect entries, and wrong codes.
- Write and compile instructional materials and train subordinate staff in payroll procedures and policies, including overtime rules and regulations.
- Work with Payroll staff on large sensitive projects, such as entering special payments for education and SEFA, as well as the hiring of a new recruit Trooper class.
- Prepare probationary reports, performance evaluations, approve leave requests, and address disciplinary problems.

Develop, implement, and monitor internal control procedures to ensure the timely submission of accurate payroll documents.

- Assist and direct employees who have questions regarding overtime, tax deductions, and worker's compensation refunds.

- Assist outside entities with verbal verification of employment requests.
- Respond to emails regarding retirement estimates.
- Respond to missing/lost paycheck requests and submit the appropriate forms for replacement.
- Run bi-weekly payroll Control D Reports and PS Queries.
- Responsible for Control D reports are used by Division Finance and the Gaming Unit to reconcile payments, reimbursements, and salaries. Additionally, Control D Reports are used by the Payroll Unit in audits to determine receipt of proper location pay and for LATS overtime files rejected from PayServ for various reasons; manually enter the correct payment codes, hours, and meals.
- Responsible for PS Query that is used by Payroll in audits to identify possible duplicate entry of overtime and the research and reporting to OSC, if not duplicate.
- Responsible for the maintenance of a spreadsheet for Members Acting out of Title and submit to Field Command for bi-weekly approval. Ensure that the spreadsheet is updated accordingly to alleviate underpayments/overpayments.

Calculate and/or verify salary calculations and related factors for agency employees.

- Responsible for the bi-weekly entering and calculations of Civilian out-of-title pay. This includes the tracking of payments as well as the submission of extension letters to Employee Relations when approvals expire.
- Responsible for the maintenance of Member-in-Charge designations for satellite stations. Calculate and enter begin and end payments in PayServ when needed according to memorandums received from Troops.
- Provide salary information for the completion of Employment Verification Forms. This includes the gathering of base salary and additional pay information, as well as calculating present and past years earnings and the breakdown by payment type(s).
- Calculate and issue corrected W-2 Wage Statements as necessary to reported adjusted earnings and taxes for employees.

Provide customer service to agency employees and department managers on payroll and/or personnel related issues.

- Responsible for answering various communication types (phone, email, and letters) from employees and managers concerning general payroll topics and specific personal status issues and inquiries.
- At the request of the Office of Human Resources calculate total gross wages paid to employees while on Worker's Compensation and calculate hourly wages for pending retirees as pertains to Health Benefits.

- Responsible for the completion of salary information requests from outside entities in regards to Wage and Health Benefits Report, Motor Vehicle No-Fault Insurance, Law Verification Report, and Worker's Compensation Board Employer's Statement of Wages and Earnings.
- Responsible for corresponding the Office of State Comptroller Auditors regarding various PayServ transactions such as clarifying/explaining calculations, researching changes, correcting employee history(ies), and requesting payment overrides that the agency cannot access.

MINIMUM QUALIFICATIONS:

- One year of permanent service in a Payroll, Finance or Human Resources title allocated to Salary Grade 13 or higher,

OR

- Bachelor's Degree and 2 years experience performing duties related to payroll, budgeting, or accounting,

OR

- Associate's Degree and 4 years experience performing duties related to payroll, budgeting, or accounting,

OR

- 6 years experience performing duties related to payroll, budgeting, or accounting.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

HOW TO APPLY:

Kindly send a letter of intent, complete resume and transcripts to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Payroll Examiner 3*