

## PAYROLL TECHNICIAN

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### NATURE OF WORK IN THIS CLASS

This is technical payroll work involved in the preparation of payrolls and the maintenance of payroll records for a centralized Financial Management System of the Department of Administration and the Government of Guam Retirement Fund.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Establishes employees names on the on-line payroll control master.

Maintains a complete record of personnel actions and other documents affecting new hires, changes in an employee's deduction and other adjustments.

Maintains a complete record of retiree and survivor master records capturing biographical data and annuity payments.

Updates payroll control master at pay period ending; verifies against computerized listing against the manual control master; releases control master for check write.

Prepares bi-weekly payroll summary report, payroll analysis every end of payroll period; prepares year-to date social security contributions deductions.

Prepares, reviews and process annuity pension payments to retirees and survivors.

Identifies problems with the system and recommends improvement to systems programmer.

May audit all special payments prior to signature of Payroll Supervisor.

Performs related duties as required.

### MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the practices and procedures of office management.

Ability to learn existing compensation plan, withholding tax procedures; payroll accounting procedures in accomplishing payroll work and all types of actions affecting the salaries of a variety of employees.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to operate a computer terminal utilizing payroll programs.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

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Ability to maintain records and prepare reports.

### MINIMUM EXPERIENCE AND TRAINING

- a) Four years of experience in payroll work and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**ESTABLISHED:** DECEMBER 1986

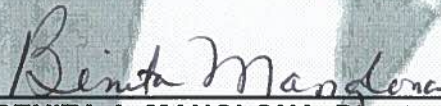
**AMENDED:** DECEMBER 2011

**PAY GRADE:** J

**STATUTE:** NONE

<b>HAY EVALUATION:</b>	<b>KNOW-HOW:</b>	<b>D I 2</b>	<b>152</b>
	<b>PROBLEM SOLVING:</b>	<b>C 3 25%</b>	<b>38</b>
	<b>ACCOUNTABILITY:</b>	<b>C N III+</b>	<b>43</b>
	<b>TOTAL POINTS:</b>		<b>233</b>

**This standard revises and supersedes the standard established December 1986.**

  
**BENITA A. MANGLONA**, Director  
 Department of Administration