

April 25, 2014

Honorable Shane Broadway  
Arkansas Department of Higher Education  
Director  
423 Main, Suite 400  
Little Rock, AR 72201

Dear Mr. Broadway:

Southern Arkansas University Tech respectfully requests a new position entitled Payroll Services Coordinator (Class Code A065C/C119) from the Arkansas Department of Higher Education growth pool. SAU Tech agrees to surrender its current position entitled Fiscal Support Supervisor (A074C/C118) if this request is approved.

Years ago when the Classification and Compensation Pay Scale was restructured SAU Tech's position of Accounting II Supervisor was reclassified to a Fiscal Support Supervisor. While the Fiscal Support Supervisor job description is slightly similar to the actual job duties and responsibilities, the Payroll Services Coordinator job description is much more in alignment with the actual duties and responsibilities.

Currently, the incumbent is responsible for the SAU Tech, the Arkansas Fire Training Academy, the Arkansas Environmental Training Academy, the Career Academy, and the Adult Education Programs monthly payrolls. This includes setting up all assignments, processing fringe benefit deductions, and other miscellaneous deductions. It also includes the development of internal procedures and processes for all college departments and non-formula academies. The incumbent is also responsible for all internal, state and federal salary reporting, including annual W-2's. This position includes the reconciliation and reporting of all monthly and quarterly fringe benefits and other deductions. Based on an informal survey conducted among the Arkansas Two Year Schools regarding the segregation of payroll management and benefit management, SAU Tech is one of few schools that does not have sufficient staff to segregate these duties. The result is an extremely heavy workload.

Additionally, the incumbent is responsible for staying abreast of Internal Revenue Service and Social Security Administration restrictions and guidelines, FMLA rules and policies, HIPPA rules, 403 (b) regulations, as well as state policies and procedures. The Affordable Care Act mandates and reporting alone have increased considerably, and this

position is expected to provide counsel to employees on all of these issues. Finally, the incumbent is responsible for the verification and reconciliation of both state general revenue and cash appropriations, commitment items, and line-item position codes including line-item maximums.

Over the past three years SAU Tech has taken over the administrative responsibilities of the Rison, Fordyce, Hampton and Magnolia Adult Education Programs funded through the Arkansas Department of Workforce Services. The administration of these four new sites has added additional workload and responsibilities to the entire financial staff, especially payroll processing. Because of the statewide missions of the AFTA and AETA, any given month may reflect an additional 35 adjunct faculty paid. The number of adjuncts varies from month to month. Consequently, the fortunate opportunities the college has received through private, state, and federal grants have added 19 full-time provisional positions and numerous extra help positions since 2005. All of the grant-funded programs have enhanced the college's services and outreach, but the effect has resulted in a tremendous workload for certain staff.

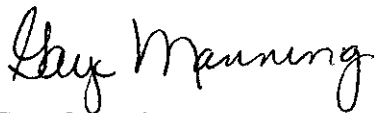
It is because of the increasing workload of this position that the college respectfully requests your favorable consideration and approval.

Included with this request is the:

1. Request for Pool Position
2. Internal Job Description
3. Class Specification for the Payroll Services Coordinator
4. Class Specification for the Fiscal Support Supervisor
5. Detailed payroll/benefit procedures

Please do not hesitate to contact me at 870.574.4509 ([gmanning@sautech.edu](mailto:gmanning@sautech.edu)) should you have questions or need further clarifications.

Sincerely,



Gaye Manning  
Vice Chancellor for Finance  
& Administration

- A. Justification included in letter to Director Broadway.
- B. Sufficient Funds are available to fund the requested grade.
- C. This is currently a full-time position and will not be used in any other capacity.
- D. The requested position will not adversely affect the operation of the agency.
- E. No current employee will be displaced by the action. NOTE: The current position is filled by a full-time employee that will continue in this role.



SOUTHERN ARKANSAS UNIVERSITY  
TECH

RECEIVED  
MAY 28 2013

Payroll/Benefits Manager

Personnel

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**Department:** Business

**FLSA Status:** Non-Exempt

**Grade/Level:** C118

**Work Schedule:**

Monday - Thursday 7:30 am - 5:00 pm

Friday 7:30 am - 11:30 am

**Job Status:** Full Time

**Reports To:** Dale Tommey

**Amount of Travel Required:**

**Positions Supervised:**

None

### POSITION SUMMARY

The Payroll/Benefits Manager works under general supervision and reports to the Controller. This position is governed by the Generally Accepted Accounting Principles, state and federal laws, and agency/institution policy.

### ESSENTIAL FUNCTIONS

#### Essential Functions Statement(s)

- Responsible for the accurate and timely completion of all SAU Tech payrolls to include setting up assignments, benefits, and deductions for new employees; processing changes for current employees; and coordinating with the Personnel Assistant II in maintaining up-to-date payroll files on all current college personnel.
- Responsible for preparing payroll reports to fulfill all mandatory reporting requirements and special needs of the administration for the college, including the processing reconciliation of W-2s.
- Responsible for the monthly and quarterly billing of all benefits and payroll deductions of SAU Tech employees, including federal and state reports.
- Responsible for staying informed about changes in laws and regulations that affect SAU Tech and its employees.
- Responsible for composing letters and other correspondence related to payroll matters.
- Responsible for the reconciliation and verification of funds, appropriations, commitment items, and line-item position codes as pertaining to the state accounting system.
- Maintain positive, working relationships with companies that provide benefits for SAU Tech. Remain current on changes with these benefits.

- Responsible for approving personnel requisitions on all students, faculty overloads, and adjunct faculty for SAU Tech and the academies.
- Responsible for processing contracts when returned from employees, proof them, and make copies for the issuing department, the payroll department, and the department chairs.
- Oversee FMLA by keeping current with laws and regulations. Inform employees of their eligibility for FMLA and their rights.
- Serve as counselor for new employees on benefits and other important information.
- Serve as HIPPA Administrator. Keep all medical files compliant.
- Maintain Line Items and Title Codes according to the Personal Services Bill. Attend the meeting of the Legislature, if possible, when SAU Tech personnel is discussed.
- Coordinate with other institutions, as well as departments on campus concerning concurrent employment requests and forward these to OPM.
- Responsible for the processing and reconciliation of statement and job inquiries from the Employment Security Department.
- Responsible for developing and maintaining an up-to-date detailed policy and procedure manual for payroll and cross-training other Business Office personnel in the use of the payroll software.
- Performs related responsibilities as required or assigned.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- **Accountability** - Ability to accept responsibility and account for his/her actions.
- **Accuracy** - Ability to perform work accurately and thoroughly.
- **Adaptability** - Demonstrates capability to adapt to new, different, or changing work requirements or procedures. Is flexible and open-minded. Participates in change processes in a positive manner. Demonstrates a can-do attitude when faced with challenging situations or conflicts. Switches tactics and strategies when planned approaches do not work. Is willing to modify one's preferred way of doing things. Adapts communication and work style to the institution.
- **Communication, Oral** - Ability to communicate effectively with others using the spoken word.
- **Communication, Written** - Ability to communicate in writing clearly and concisely.
- **Customer Service** - Responds to customer's expectations within parameters of the department's mission and goals. Communicates positively with internal and external customers. Handles problems professionally, efficiently, timely and creatively. Keeps internal and external customers and supervisors informed of project status and possible controversial issues or situations. Provides consultation or technical assistance to others. Looks for opportunities to provide better service. Takes pride in service provided.
- **Dependability** - Meets and follows through with job expectations, goals, and commitments in a timely manner. Takes personal responsibility for actions and

performance. Requests leave in advance, ensures coverage, and meets attendance/punctuality requirements.

- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Interpersonal Skills - Shows support and respect for others. Willingly participates in work group activities. Demonstrates good communication and listening skills. Resolves conflict situations promptly and appropriately while remaining open to discussion. Accepts feedback and coaching as means of developing skills. Seeks others' opinion when necessary. Uses clear and understandable language in presenting information, both orally and in writing. Models good work ethics and practices.
- Job Knowledge - Possesses the competency skills as outlined in the job qualifications. Understands the duties, responsibilities, skills and procedures required of the job. Demonstrates the ability to apply job knowledge and skills.
- Loyal - The trait of feeling a duty to the employer.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- Productivity - Demonstrates the knowledge and skills needed to do the job. Can work independently or with others. Completes tasks and manages time well. Prioritizes tasks to meet deadlines. Volunteers for additional work and willingly assumes new responsibilities. Anticipates problems and takes necessary corrective action to prevent or lessen problems. Manages a fair workload. Actively participates in the decision making processes. Stays focused under pressure.
- Quality - Ensures work product/service is reliable, thorough, meets user needs and is aligned with department mission and values. Considers aspects and consequences before taking action. Completes work accurately and thoroughly. Demonstrates commitment to quality; continuously looks for improvements, participates in team, self, and department quality improvement opportunities.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Tactful - Ability to show consideration for and maintain good relations with others.

- Work Environment/Safety - Acts in accordance with a respectful workplace environment, free from harassment, discrimination, and violence. Maintains confidentiality of information as it pertains to fellow employees and workplace issues. Complies with general conditions of employment, EEO, security, and workplace safety policies. Keeps the workplace clean, secure, and supports safety programs.

## SKILLS & ABILITIES

**Education :** Associate's Degree (two year college or technical school)

**Experience :** Two to four years related experience

### Other Requirements

Knowledge of institution payroll processing requirements. Knowledge of state and federal payroll reporting requirements. Knowledge of record keeping and audit procedures. Ability to implement payroll systems. Ability to maintain records and develop reports.

## PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	N (Not Applicable)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<b>Push/Pull</b>	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

## WORK ENVIRONMENT

The Payroll/Benefits Manager has frequent contact with departmental officials and employees and occasional contact with state offices and benefit companies representatives.

Prepared by: Olivia Clark Date: 4-16-13  
Approval Signature: [Signature] Date: 5-23-13  
Employee Signature: Webb Beasley Date: 5-23-13

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.



## CLASS SPECIFICATION

### CLASS TITLE: FISCAL SUPPORT SUPERVISOR

Class Code: A074C

### CLASS SUMMARY

The Fiscal Support Supervisor is responsible for supervising the activities of fiscal support personnel within an assigned department or program. This position is governed by Generally Accepted Accounting Principles, state and federal laws, and agency/institution policy.

### TYPICAL FUNCTIONS

Interviews, hires, plans, and directs the activities of subordinate employees by establishing work schedules, assigning specific duties, and providing clear and detailed instructions. Monitors and reviews work on a regular basis to ensure adherence to instructions, deadlines, procedures, and to ensure the delivery of services. Conducts subordinate performance evaluations. Processes required personnel actions according to established policies and procedures. Ensures proper and timely processing of time sheets, payroll documents, purchase orders, and any other procedural forms required. Researches and analyzes data pertinent to work programs and department goals and objectives and prepares reports explaining findings; assists in developing or revising policies, procedures, and directives based on research findings. Assists in budget preparation and monitors budget throughout the budget cycle. Ensures accuracy of data entered into ledgers and automated systems, and produces required statistical or other regularly scheduled reports. Participates in leadership activities and attends required meetings. Executes specific duties related to the assigned department or program, including accounting and tax related tasks. Provides assistance in resolving fiscal related and technical issues. Performs other duties as assigned.

### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of staff development and supervision principles. Knowledge of department operations, policies and procedures, applicable laws and regulations. Knowledge of software application programs, database management, and accounting principles. Ability to conduct research and perform quantitative quality assurance reviews, resolve operational problems, and prepare required reports. Ability to plan, organize and coordinate activities, resources, and materials associated with the needs of the department or program. Ability to plan and direct the work of others.

### MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in general business, business administration, finance, or a related field; plus one year of fiscal related experience. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

## CLASS SPECIFICATION

### CLASS TITLE: PAYROLL SERVICES COORDINATOR

Class Code: A065C

### CLASS SUMMARY

The Payroll Services Coordinator is responsible for overseeing payroll operations in an organization in state government. This position is governed by state and federal laws and agency/institution policy

### TYPICAL FUNCTIONS

Provides supervision to a subordinate payroll services staff by making work assignments, providing instructions, reviewing work performed, and evaluating employee performance. Establishes code files, benefit definitions, tax tables, and other validation codes, required by automated information systems and updates accounts, for payroll deductions and taxes, as necessary. Develops payroll procedures and requirements, provides technical assistance to organization administration, and assists work units with resolving payroll problems. Counsels employees regarding organization and state payroll policies and procedures, salary amounts, deductions, levies, leave payments, tax changes, Internal Revenue Service and Social Security Administration restrictions and regulations, and other related payroll matters. Audits payroll records, makes necessary corrections, and balances records with general ledger. Reviews, balances, and submits payroll services reports required by governmental regulations. Plans and develops implementation and revisions to payroll automated systems with organizational work units. Provides direction and assistance to departmental timekeepers and communicates updates, modifications, and changes. Performs other duties as assigned.

### KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of organizational payroll processing requirements. Knowledge of state and federal payroll reporting requirements. Knowledge of supervisory practices and techniques. Ability to establish, maintain, and reconcile payroll and accounting records and reports. Ability to supervise a subordinate payroll services staff. Ability to provide direction and technical assistance to organization administration, departmental payroll personnel, and employees concerning payroll services activities.

### MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in business administration, accounting, or related field; plus three years of experience in payroll services activities or related area, including one year in a supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.