

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Coordinator of Compensation

GENERAL RESPONSIBILITIES

1. Manages internal processes for salaries of all employees.
2. Supervises the input of all personnel data.

SPECIFIC RESPONSIBILITIES

1. Supervises and monitors data entry for new hires and employee changes of assignments.
2. Plans, organizes and provides employee guidance for data entry of all supplemental and summer school pay.
3. Maintains accuracy for all DOE required elements in Human Resources (HR) TERMS system.
4. Processes annual increment and retroactive pay in accordance with approved compensation schedule.
5. Retrieves and analyzes statistical information and special reports from HR TERMS.
6. Maintains master records for HR TERMS Definition Description files.
7. Maintains detailed records pertaining to payroll processing and meets established time lines.
8. Manages salary adjustment data input and verifies internal payroll memo.
9. Creates fiscal year set-up for all individual calendars into HR TERMS.
10. Determines eligibility for longevity, Immokalee/Everglades step adjustment, and the Immokalee/Everglades teaching supplement.
11. Processes terminal sick leave pay and sick leave buy-out.
12. Supervises data entry of all hourly and extension jobs.
13. Determines salary placement of long-term substitutes.
14. Responds to compensation related questions from employees and the general public.

15. Performs other duties as assigned.