STOCKTON
U N I V E R S I T Y

Human Resources
P: 609.652.4384 • **F:** 609.626.5573

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:
Program Assistant, Admin. NE – Payroll (Classified)

Requisition Code:
492307

Location:
Galloway - Main Campus

Job Category:
Professional

Department:
Payroll

Salary:
Based on NJ Civil Service Commission regulations and is accompanied by an extremely competitive University benefits

Work Hours:
M-F, 9a-5p

Posted Date:
3/10/2023

Close Date:
3/31/2023

Overview:
Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

The Payroll Program Assistant Admin. NE reports to the Payroll Manager. This position is responsible for the following: 1) accurate and timely processing of student position setup in Banner; 2) utilization of EPAFs; 3) accurate and timely processing of various employee reimbursements and payments, including vision and bicycle; 4) accurate and timely processing of documents received, including W-4s and direct deposits; 5) providing prompt and thorough responses to various employee questions and inquiries; 6) web-time entry follow-ups for late and/or incomplete timesheets, and 7) processing of employee recap forms in Banner.

Descriptions of Essential Duties/Responsibilities:
- Set up student employee assignment records in Banner using EPAF. Compile the necessary documentation for payroll set up for student hires utilizing acquired knowledge of University policies and procedures
- Set up corresponding deductions for student hires and apply the applicable federal and/or state laws and regulations pertaining to payroll
- Assist in the development of training materials and provide EPAF training for student worker hires. Answer questions and provide guidance and instruction to the University
- Process employee leave recap forms accurately and on a timely basis. Evaluate data on forms as it pertains to employee classification and time previously submitted. Forms received by the web-time entry due date should be completed in time for the current payroll being processed
- Process employee reimbursements, including bicycle and vision. Accurately evaluate requests submitted against accompanying documentation. Reimbursements received by the web-time entry due date should be completed in time for the current payroll being processed
- Process bi-weekly shift differential payments. All payment requests received by the web-time entry deadline should be completed in time for the current payroll being processed
- Process student lump sum payment requests submitted through the EPAF portal. All payment requests received by the EPAF deadline should be completed in time for the current payroll being processed
- Perform web-time entry review and follow-up with employees and departmental approvers/superusers to ensure the completion of time-recording within the payroll calendar guidance
- Respond to employee questions for payroll payments. All employee inquiries should be answered on either the same or next business day. Demonstrate respect when interacting with all employees and colleagues
- Prepare accurate reports including the type of time used by employees, balance of time, and other required reporting
- Secure and safeguard checks for the distribution of paychecks when direct deposit is not active/available for employees/students
- Demonstrate excellent verbal, written, and communication skills, as well as exceptional customer service
- Other Duties as Assigned
- Support Stockton University's diversity commitment and strong student-centered vision and mission

Required Qualifications
- Bachelor's degree from an accredited college/university or equivalent experience
- Excellent verbal, written, and communication skills

- Demonstration of exceptional customer service skills
- Ability to comprehend, interpret, and apply established laws, regulations, policies, procedures, and guidelines

Note: Applicants who do not possess the required education may substitute experience on a year-for-year basis

Preferred Qualifications:
- Two (2) years of professional experience with payroll processing and/or payroll documentation handling

How To Apply:
To apply please visit https://employment.stockton.edu or click the "Apply" button.

Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. *You may upload documents using Microsoft Word or PDF.*

1. A letter of interest describing specific skills and experiences
2. A current resume
3. A list of three recent professional references (included in the application): Name, Organization, Email Address and Telephone

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

Click here to apply.

Please note:
- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at https://www.stockton.edu/police/crime-statistics.html. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the

report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.