

PAN-PACIFIC PLUMBING
PAYROLL ADMINISTRATOR
Job Description

OBJECTIVES:

RESPONSIBILITIES / DUTIES:

1. Weekly Payroll
 - Enter Timecards
 - Run Payroll Reports
 - File Payroll Reports
 - Cut Payroll Checks
 - Mail Payroll Checks

2. Maintain Employee Files
 - Maintain and Administer New Hire Packets
 - Enter New Employees into ComputerEase
 - Maintain Employee Files
 - Terminate Employees

3. Garnishment
 - Fill out Garnishment Forms
 - Enter Garnishments into ComputerEase
 - Make Garnishment Payment
 - Maintain Garnishment File (by Employee)

4. Loans
 - Enter Loans into ComputerEase
 - Maintain Employee Loan Log
 - Reconcile Loan Log

5. Payroll Taxes
 - Compile Payroll Tax Reports
 - Phone in Payroll Taxes
 - File Payroll Tax Reports
 - Reconcile Payroll Tax Accounts (as needed)

6. Union Reports (currently done by Angie)
 - Compile Union Reports
 - Make Union Payment
 - Reconcile Union Accounts (as needed)

7. Non-Union Employee Benefits
 - Maintain and Administer Non-Union Employee Health Insurance
 - Keep Claim Report Forms
 - Interact with Non-Union Employees on Health Insurance Benefits
 - Act as Liaison between Non-Union Employee and Health Insurance Company
8. Certified Payroll Reports
9. OCIP Payroll Reports
10. EDD Reports
11. Manpower Report (Fridays)
12. Worker's Compensation Report
 - Compile WC Report
 - Make WC Payment
 - Reconcile WC Accounts (as needed)
 - Verify WC Audits
13. 401k Report
 - Compile 401k Report
 - Make 401k Payment
 - Reconcile 401k Accounts (as needed)
 - Assist 401k Administrator
14. Stay Updated on Payroll Related Laws / Regulations (ie. New Hire / Termination Laws; Medical Leave Laws; etc.)
15. Assist Controller
16. Perform other Duties, as needed