University of Nebraska Central Administration
Job Description

General Information

<table>
<thead>
<tr>
<th>Working Job Title:</th>
<th>Job Family:</th>
<th>Job Family Zone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAP Payroll System Specialist</td>
<td>Admin. Business Operations</td>
<td>Specialist</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Number:</th>
<th>Department Name:</th>
<th>SAP Organization Unit Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>87</td>
<td>Administrative Systems Group</td>
<td>2325</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee’s Name:</th>
<th>Date of Last Update:</th>
<th>Title of Supervisor:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>02/17/2015</td>
<td>ASG Payroll Business Lead</td>
</tr>
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<table>
<thead>
<tr>
<th>SAP Personnel #:</th>
<th>Last Updated By:</th>
<th>Name of Supervisor:</th>
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<tbody>
<tr>
<td></td>
<td>Loren Blinde</td>
<td>Tim Einspahr</td>
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Position Summary

This individual will perform duties in a team setting, related to the centralized processing functions required to run and post Payrolls for the University of Nebraska and the Nebraska State College System. Responsibilities include planning and scheduling SAP system programs related to Payroll processing, error diagnosis / corrections, tax reporting, communications with campus business offices and execution of the posting process with the State of Nebraska.

Duties & Responsibilities

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential Functions</th>
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<tbody>
<tr>
<td>70</td>
<td>E</td>
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**SAP Payroll Process Management**

This position provides oversight and guidance to the Payroll Process for the University and the Nebraska State College System, including the following types of activities:

1. Prepare each payroll for posting within SAP and NIS (DAS)
2. Coordinate disbursement of payroll deductions to 3rd parties
3. Liaison with University and NSCS benefits plan carriers regarding disbursement of payroll deductions and serve as contact for non-benefits related interfaces
4. Establish payroll processing schedule
5. Establish production processing schedule with UNCSN
7. Coordinate tax reporting processes, including W-2, 1042-S and 1099-R wage reporting process
8. Serve as primary contact for the IRS, Department of Labor and Department of Revenue.
9. Provide routine payroll reports and annual financial statements to DAS
10. Serve as the initial point of contact for routine business process support related to Payroll for the University campuses and the NSCS.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential Functions</th>
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<tr>
<td>20</td>
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**SAP System Support**

Provide assistance to the ASG Business Leads as required, including:

1. Advise and assist in problem solving and resolution
2. Input to the design process for Payroll related system enhancements
3. Assist with HR master data functions
4. Testing and validation of existing system processes required by periodic SAP version upgrades and annual maintenance application process.
Other Duties as Assigned
Perform other administrative or functional duties as assigned by the Payroll Business Lead or Director of the Administrative Systems Group.

Zone Definition Factors

Nature/Complexity of Work
The work performed involves scheduling, monitoring, correcting University and NSCS payrolls by coordinating pre and post-processing activities. The position is also responsible for follow up on functions related to reconciliation and interchange of data with 3rd party recipients of payroll withholding. The work requires knowledge and understanding of statutory requirements, university policies and procedures and federal regulations. A complex understanding of the supporting SAP business system is also an important aspect of the job.

Problem Solving/Decision-making
This individual will make daily operational decisions that affect processing and posting of the University and NSCS payrolls, and may potentially affect the correct or timely compensation of individual employees. The reconciliation and control functions performed require attention to detail and analytic ability.

Strategic Impact
Actions and decisions in this job have discernible impact to the performance of the payroll process and business management and exert some impact to its long-term success. Errors reflect unfavorably on the individual, overall business operations and potentially other functional areas.

Know How
In this position one must demonstrate proficient and in-depth knowledge of the University and NSCS Payroll process, including State and Federal regulatory considerations. The ability to understand the functions served by the SAP business system and how they are interrelated is important. Proficiency in payroll processes, correlating employee benefits and tax-related implications, and how each functions in SAP is required. Requires the ability to work effectively with all levels of personnel and demonstrate strong time management skills, multi-tasking capabilities and excellent communication and inter-personal skills. One must be able to work independently while also functioning as a member of a diversified business team.

Interactions
ASG Team colleagues, Campus and College Payroll offices, Nebraska Dept. of Administrative Services, Computing Services Applications and Production Scheduling, 3rd party and benefit providers and Internal Revenue Service

Supervision
This position exercises indirect Supervision over parties involved in the Payroll process.
This position receives direct Supervision* from the ASG Payroll Business Lead.
{*This is based on level of proficiency and years of service.}

Minimum Qualifications

LEVEL OF EDUCATION, YEARS & TYPE OF EXPERIENCE:
Bachelor's Degree in business administration or a related field; plus at least four years of business experience in Payroll required, preferably in Higher Education or the Public Sector. Equivalent education and/ or experience may be considered.

Proficiency with Microsoft Office software is essential, primarily Word, and Excel. Previous experience with SAP software is preferred.

Excellent written and oral communication skills and attention to detail and accuracy is essential.
Physical Requirements

1. General Physical Requirements  Indicate the appropriate response for an eight hour day:

<table>
<thead>
<tr>
<th></th>
<th>Sit</th>
<th>Stand</th>
<th>Walk</th>
<th>Drive Motor</th>
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</thead>
<tbody>
<tr>
<td>Circle the number of hours</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td></td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
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<td></td>
<td>8</td>
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Indicate intermittent or constant

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<thead>
<tr>
<th></th>
<th>Intermittent</th>
<th>Constant</th>
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<tbody>
<tr>
<td>Sit</td>
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<tr>
<td>Stand</td>
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<td>Walk</td>
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<tr>
<td>Drive Motor</td>
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Explain

2. THIS POSITION REQUIRES:

   Occasionally (less than 2 hrs daily)  Between 2 - 5 hrs daily  Over 5 hrs daily

- Squatting
- Bending: x
- Kneeling
- Reaching:
  - Overhead: x
  - Forward: x
  - Low: x
- Twisting: x
- Crawling
- Climbing:
  - Ladder
  - Stairs: x
  - Other
- Walking on rough ground
- Exposure to changes of temperature/humidity
- Exposure to dust/fumes/gases/chemicals
- Being near moving machinery
- Working from heights

3. THIS POSITION REQUIRES EMPLOYEE TO:

   Indicate letter in appropriate Space:

<table>
<thead>
<tr>
<th></th>
<th>LIFT=L</th>
<th>CARRY=C</th>
<th>PUSH=P</th>
<th>PULL-PL</th>
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<tbody>
<tr>
<td></td>
<td>Less than 2 hrs daily</td>
<td>Up to 2 hrs daily</td>
<td>Between 2-5 hrs daily</td>
<td>Over 5 hrs daily</td>
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<tr>
<td>11 - 24 lbs</td>
<td>L,C,P,PL</td>
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<tr>
<td>25 - 49 lbs</td>
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<tr>
<td>50 - 74 lbs</td>
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<tr>
<td>75 - 100 lbs</td>
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<tr>
<td>* Over 100 lbs</td>
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   * If the position requires the employee to handle over 50 lbs - please explain

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

   RIGHT | LEFT | BOTH
   -------|------|------
   Keyboarding
   Filing
   Other:  Operation of a computer mouse with their dominant hand.

5. THIS POSITION REQUIRES ATTENDANCE AT THE WORKPLACE

   Job Family Zone Questionnaire

   In Each Section, please select one answer that best describes your job:
Knowledge Skills and Abilities:
____ Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

____ Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

___ Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

___ Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

___ Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:
____ Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

____ Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

___ Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

___ Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

___ Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:
____ Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

____ Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

___ Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

___ Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:
____ Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

____ Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]
__X__ General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

_____ Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

_____ Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

**Supervision Exercised:**

_____ May provide incidental guidance to others. [1]

_____ Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

_____ Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

_____ Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

_____ Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

**Impact:**

_____ Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

_____ Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

_____ Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

_____ Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

_____ Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

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<thead>
<tr>
<th>Summary:</th>
<th>Zone Assignment=</th>
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<tbody>
<tr>
<td>Authorization:</td>
<td>Name:</td>
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<tr>
<td>Human Resources</td>
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<td>Supervisor:</td>
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<tr>
<td>Administrator:</td>
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