

Antioch University
AURA - Antioch University Repository and Archive

3.100 & 3.200 Administrative Governance
(Business Management)

3.000 Business Management

October 2011

3.119 Director of Human Resources and Payroll Services

Follow this and additional works at: http://aura.antioch.edu/policies_300_1x

Recommended Citation

"3.119 Director of Human Resources and Payroll Services" (2011). *3.100 & 3.200 Administrative Governance (Business Management)*.
9.
http://aura.antioch.edu/policies_300_1x/9

This Article is brought to you for free and open access by the 3.000 Business Management at AURA - Antioch University Repository and Archive. It has been accepted for inclusion in 3.100 & 3.200 Administrative Governance (Business Management) by an authorized administrator of AURA - Antioch University Repository and Archive. For more information, please contact dpenrose@antioch.edu, wmcgrath@antioch.edu.



Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Director of Human Resources and Payroll Services Policy 3.119	
Business Management Policies		Effective date: June 1, 2010	
Policy History:	Approved by:	Resolution #	Date:
	Chancellor	N/A	June 1, 2010
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of University Vice Chancellor / CFO	Vice Chancellor / CFO	937-769-1351	University Director of Human Resources and Payroll Services

I. Introduction and Purpose

The purpose of this policy is to define the authority and responsibilities of the Director of Human Resources and Payroll Services of Antioch University.

II. Director of HR and Payroll Services Position Description

The position of Director of Human Resources and Payroll Services is responsible for managing the operations of the Human Resources office which includes benefit administration and payroll processing for Antioch University. Primary responsibilities include providing oversight and direction for all of the Antioch campuses in relation to Human Resources, Payroll and Benefit services. In addition, this position is responsible for managing the day-to-day Human Resources, Benefits and Payroll operations for Antioch University Administration and Antioch University Midwest employees.

III. University Responsibilities

- Responsible for the overall management of Human Resources, Payroll and Benefit administration functions for the university
- Serve as the point of contact for the campus Human Resource Directors in the areas of employment law, benefit compliance and payroll
- Responsible for tax compliance and timely reporting for multiple local, state, and federal withholdings
- In collaboration with the Vice Chancellor/CFO, responsible for securing insurance policies for the university including policies for health, life insurance, disability, automobile and property and personal liability
- Act as an advisor to managers on employee relations and disciplinary issues
- Serves as primary contact with university legal counsel in all employment related situations
- Conduct periodic training sessions in relation to in human resources and payroll practices, changes in employment law, union contract compliance
- Create and provide custom reports to various offices for accounting of payroll and benefits as well as information on employment, hours, sick-vacation accrual
- Supervise, the timely issuance of bi-weekly and monthly payrolls
- Provide direct supervision to the Payroll Coordinator, Payroll Staff Accountant and Benefits and Labor Relations Manager
- Responsible for the management of the human resource and payroll system (Datatel) used by all campuses in preparing bi-weekly and monthly payroll services
- Act as the liaison between HR Department and Information Technology department to ensure understanding and implementation of HRIS system requirements and upgrades
- Train human resources and payroll staff at all of the campuses in relation to software upgrades and new product information and usage
- Analyze and monitor post-implementation results of system changes to assure quality control
- Oversee payroll reconciliation for accuracy with approving entries to the general ledger
- In charge of completing and submitting federal tax form 5500 for the benefits offered by Antioch University
- Supervise and authorize timely preparation and filing of quarterly 941's, annual W2's, 1099R's and 1042S reports and forms

IV. RESPONSIBILITIES:

University Administration-Antioch University Midwest

- Recruit, hire, train, and manage the day-to-day human resource operations
- Collaboration with management in all aspects of personnel issues, serve as primary member of the union negotiating team, provide legal compliance in all areas of personnel management
- Provide consultative expertise in the areas of people management, organizational development and counseling to employees on issues related to conflicts with managers/coworkers
- Provide supervisor training in the areas of recruitment, Family Medical Leave, Americans with Disabilities Act and other pertinent employment related policies
- Counsel employees on unemployment, retirement, FMLA and COBRA benefits.

- Collaborate with the Ohio Jobs and Family Services in arranging job skill assessment and job placement services for laid off employees
- Provide human resource services for auxiliary operations of Antioch University

V. HUMAN RESOURCES/PAYROLL SYSTEM RESPONSIBILITIES:

- Responsible for the coding, updating and maintenance of the Human Resources and Payroll modules in Datatel. Responsible for the loading of new and updates for benefit, tax and deduction tables to ensure accurate and timely issuance of payroll, tax remittance and benefit data.
- Provides ad hoc reports as requested
- Serves as the main contact with IT office in relation to technical enhancements, programming and problem solving in relation to the HR and Payroll modules.

VI. QUALIFICATIONS:

- Proven skills with integrated human resources systems (preferably Datatel), strong interpersonal skills, and excellent communication skills coupled with knowledge of employment law and federal regulations and proficiency in Excel and WORD
- Experience with labor relations and negotiations
- Must possess strong attention to detail to assure accurate financial data and reporting. Ability to prioritize and handle multiple projects while working in a fast paced environment. Ability to maintain confidentiality concerning financial information
- Minimum qualifications include bachelor's degree in human resources or business administration with six years of relevant, progressively responsible experience. Experience in a private college or university preferred.