



Payroll Processing Work

Job Scope

Payroll processing work require timely and accurate compliance with HR processing requirements in respect of new hires, changes and termination of employees. A payroll processing clerk assists employees and managers in governmental policy and procedures compliance. Clerks usually do data input and maintain records for employees. A clerk can act as a point of contact for employee inquiries. One must be able to solve problems and offer solutions to issues that are often non-standard or non-routine utilizing critical and conceptual thinking. Dead lines have to be priority because pay dates should be carefully taken care-of and given primary concern by a payroll processing clerk. One must understand any federal or state requirements and the deductions which are taken from each employee before the weekly, biweekly or monthly check is written. A clerk must be able to upstream or downstream impacts related to employee transactions and services besides working closely with other key process owners to ensure upstream and downstream integrity. Capability to understand and logically resolve data errors is requirement by employer when recruiting their workers for this position.

Qualifications, Experiences, and Skills

A candidate must possess an associate's degree in related field or advanced vocational training with 1-2 years of related experience, and be highly interested in transactional and process driven payroll processing. Preferable working experience in processing payroll for 450 headcount, ability to work independently, managing incoming and outgoing workload on a daily basis, ability to organize and prioritize projects in a fast paced environment are other key elements when choosing candidates for this position. An individual who is a team player with strong analytical skills is suitable for this job. Strong communication skills for contact with clients, capturing work documentation for employee's time worked is a crucial duty to paying properly. Everyone in the company knows the payroll clerk and if there is a wrong deduction in their paycheck you'll get to know everyone too. Ability to interface professionally at all levels, both internally and with the employees are characteristics for a good payroll processing candidate. Of course, progressing well under pressure is one of the best qualities in any job and that is true in payroll. Acquiring several years of experience in service delivery and meeting customer expectations are also qualities looked into by most companies when considering candidates.

Payroll Outsourcing

Payroll processing outsourcing has become a popular option for companies seeking payroll solutions. It is affiliated with Payroll Processing Services and is becoming popular among most companies in all payroll processing works. In payroll processing outsourcing, a group of expert payroll accounting professionals offer exceptional services for proper management of the payroll according to company demands. Reliable and timely delivery of payroll helps the companies

to concentrate more on the growth of other departments like research and product marketing. It relieves the company staff from the hassles of in house processing and processing software.

[Payroll processing outsourcing ensures](#) on time payment schedule even with last minute alterations. The payroll processing includes management of new workers, and terminated employees. If the company provides a pension plan this is all tracked by payroll. Other payments can be deducted from an employee's wages, court order payments, and deposits into other types of employee accounts. And book keeping must be done with accurate payroll reports for accounting. Payroll clerks also account for the employer's filings to the IRS, with prompt filing of taxes. The payroll processing companies handle the W2, 1098 and 1099 forms that have to be produced.

Payroll processing outsourcing tackles each step in the processing of employee payroll. Proper planning and scheduling avoids confusion and delivers good service. Payroll processing services are usually flexible by nature and integrate themselves into the business smoothly and work to the advantage of the business establishment. Employees are allowed anytime access and benefits like payroll debit card. Payroll processing outsourcing also reduces workload in areas such as new hire reporting and certification of the payroll.

[Payroll processing software](#) generates payroll as soon as the data is entered. Then the local, federal and state taxes are processed, deductions are calculated, and details are filed. Taxes are deposited in the appropriate government accounts. The payroll checks are then delivered to the company or to the employee's address. Payroll processing outsourcing is done online as well. The web based method is a user friendly one



HR Career Feature

which helps to print out the checks. Security of the system has to be entrusted to passwords and encryption technology.

Online payroll services using web based pay roll is becoming popular nowadays. In this method data is entered directly into the provider's website. This can be done using two methods. The first method is similar to the modem method. The software in the computer records the data. Whenever it is checked it transmits data to the provider's webpage automatically. The difference is the data is transmitted to the provider as soon as the results are asked, instead of dialing up.

In short, online payroll outsourcing aids in the electronic payment of taxes on time, avoiding penalties. Submission of employer's credit details to the concerned bank is another service offered. Online payroll outsourcing services can be

chosen on the basis of speed, accuracy, ease of use and customer support.

Resources: Bureau of Labor and Statistics, copyright 2006

A good, dependable payroll clerk is a precious commodity to any business. It takes some time for a new clerk to adjust to get the timing of paychecks and reports out by deadlines. After printing all the checks the payroll clerk needs to verify the amounts are correct. This is usually done by reviewing a payroll report that provides all the details used to come to the balance for each employee. When outsourcing the payroll work to specialized services, a clerk for the client's company will still be responsible to explain payroll deductions and report any changes in status for the employees. It's a tough job, but somebody always wants to do it! The payroll processing clerk is really a favorite in any company. Ask your friends.

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