

Duke University School of Nursing

Job Description

HR Title: HR Representative

Working Title: SON Payroll Manager

Job Code: 1359

Job Level: 12

Updated 11/1/2023

General Purpose

Manages and conducts complex activities related to the School's HR and payroll process.

Supervisor

This position reports to the Assistant Dean, Finance and HR.

Essential Duties

1. Manage payroll processing and paid time off tracking
 - a. Ensure bi-weekly timecards received and submitted to corporate payroll by deadlines
 - b. Notify ADF&HR of significant, consistent overtime being reported
 - c. Ensure timecards are completed correctly and in compliance with Duke policy and applicable laws
 - d. Ensure accurate and timely payment of employees and advocates for employees within Duke as needed
2. Maintain data of monthly staff earned and available paid time off. Send notifications of delinquent time reports.
3. Manage follow up and notification of employees of training requirements to ensure compliance with deadlines.
 - a. Prepare and forward for ADF&HR review regular reports on compliance with required training performance metrics
 - b. Coordinate nursing licensure updates for applicable employees.
4. Manage processing of clinical and contract instructors.
 - a. Ensure requests are processed to completion in a timely, customer-focused manner such that business office helps make sure that adequate numbers of qualified instructors are in place each semester to the extent possible.
 - b. Work closely with the program managers to ensure timely and accurate data is provided to the business office each semester.
 - c. Manage the semester letters and notifications to the instructors.
 - d. Manage the payments to instructors timely and accurately.
 - e. Ensure University policies and all applicable laws are followed.
 - f. Ensure SoN pay policies are followed.
5. Process all payroll changes including the preparation and coordination of letters to employees.
6. Prepare cost distributions and cost transfers at request of Assistant Dean, Finance and HR, Budget Analyst or ORA office.
7. Control and maintain files of records, reports and correspondence required for reference and efficient operation of the School of Nursing Business office
8. Process secondary employment.
9. Process manual payments.
10. Key all supplemental payments for SON.
11. Process non-comp payments.
12. Prepare, mail and file annual salary and appointment letters for faculty and staff.

13. Perform other duties as assigned.

14. Serve as back-up to the Assistant Director of HR and the SON HR Recruiter.

Requirements

Education/Training

Work requires organizational, analytical and communication skills generally acquired through the completion of a bachelor's degree program.

Experience

Work requires two years of business, administrative and/or supervisory experience with exposure to supervisory or human resource policies and practices related to employee relations.

A master's degree in a related field may be substituted for 2 years of experience.