

Position: Princ Spec Payroll Temporary– Malta, NY

Job Summary

This key position performs payroll accounting and administrative duties to support the Payroll department including processing and auditing payroll, auditing payroll reports, generating ad hoc reports and resolving payroll related issues. This key position will be responsible for administering our payroll processes with an emphasis on efficiency and accuracy. This position is based in Malta, NY

Duties include but not limited to:

- Assist US Payroll Team with bi-weekly payroll processing duties for approximately 8,500 employees
- Auditing of employee change data between PeopleSoft HCM and ADP PayForce
- Reconcile headcount totals between HR System, ADP PayForce and account for differences
- Process termination worksheets for final payment processing
- Reviewing employee badge swipes and punches within the ADP Enterprise eTime system
- Assist team in the management of employee garnishments for tax levies, child support, student loans, credit liens, etc.
- Review payroll email inbox and provide correct and timely responses to employee's questions
- Complete Workers Compensation Forms

Required Skills / Qualifications

Minimum 5 years of direct experience with payroll processing in a multi-state environment and/or large company experience.

Strong PC skills including proficiency in Excel

High School diploma or equivalent; degree in business or accounting is a plus

Preferred Skills / Qualifications

Experience with PeopleSoft 9.2 HCM, ADP payroll products, Enterprise eTime, Outsourced garnishments and benefits systems

Interested candidates should email Joan.Keil@globalfoundries.com