

Position Title: Payroll Administrator
Department: Finance
Reports To: Finance Director>Executive Director
Directly Supervises: N/A
FLSA Status: Exempt, Salaried
Work Location: Remote
Work Schedule: Remote

Position Summary

The Payroll Administrator is responsible for the complete, end-to-end execution of payroll processing for Abilities, LLC. This role ensures that all employee wages, premiums, deductions, reimbursements, taxable benefits, and bonuses are processed accurately, timely, and strictly in accordance with written agency policy and system-recorded data.

The Payroll Administrator pulls and reconciles payroll data from SetWorks, WhenToWork, BambooHR, documentation exception forms, and policy-required reports, applies payroll rules exactly as written, submits payroll by required processing deadlines, manages the payroll inbox, performs required payroll-related reporting, and maintains complete, audit-ready payroll records.

This role executes payroll only. The Payroll Administrator does not approve, does not determine eligibility, does not discipline, and does not interpret policy.

Position Purpose

The Payroll Administrator role exists to ensure that all employees of Abilities, LLC are paid accurately, consistently, and in compliance with agency policy, employment law, and Medicaid documentation requirements. This role protects employees, leadership, and the agency by ensuring payroll is processed based on verified records, documented authorization, and clearly defined rules, supporting financial integrity and operational stability.

Role Authority & Scope

The Payroll Administrator is authorized to:

- Execute payroll based on finalized, system-recorded, policy-compliant data
- Enter payroll transactions supported by documentation or written authorization
- Process payroll impacts related to documentation exceptions
- Produce payroll, attendance, hours, overtime, and bonus reports
- Maintain payroll documentation and audit files
- Communicate payroll information through payroll@abilitiesllc.com

The Payroll Administrator is not authorized to:

- Approve employee's time off or attendance changes
- Determine documentation compliance or quality
- Resolve attendance or documentation disputes

Requirements & Qualifications

Minimum Qualifications

- Must be at least 18 years of age
- High school diploma or GED required
- Associate's degree or higher in accounting, business, or related field preferred
- Minimum of two (2) years of payroll or payroll-adjacent administrative experience
- Ability to pass required background check
- Ability to maintain strict confidentiality
- Ability to follow written policies, procedures, and documentation requirements exactly as written

Physical Requirements

- Ability to sit for extended periods while working at a computer
- Ability to use a keyboard, mouse, and standard office equipment
- Ability to visually review reports and documentation
- Ability to work independently in your own environment (remote)

Technology & Computer Requirements

- Ability to use payroll, scheduling, and HR software systems
- Ability to send, receive, and manage work email independently
- Ability to navigate Google Drive and shared documentation systems
- Ability to accurately enter, reconcile, and review electronic data
- Reliable internet access for remote work

Escalation Pathway

Payroll Administrators are responsible for escalating concerns promptly and accurately. Concerns should be escalated in the following order:

Payroll Administrator → Finance Director → Executive Director

Immediate escalation is required for payroll errors affecting three or more employees, potential wage violations, suspected employee wage theft, data breaches, or audit-related risks.

Core Responsibilities

Task #1: Payroll Source Data Validation (SetWorks, WhenToWork, Documentation)

The Payroll Administrator is required to:

- Pull SetWorks Activity Records as the definitive source of payable hours.
- Verify that all paid hours are supported by timely, submitted Activity Records and accurate staff attendance data.
- Ensure staff attendance times reflect actual time worked.
- Confirm overnight documentation is properly split when applicable.
- Compare documented hours against WhenToWork schedules to ensure completeness and alignment.
- Identify missing, deleted, incomplete, or inconsistent documentation that impacts payroll.
- Escalate documentation or time discrepancies for correction prior to payroll submission.
- Withhold payment for undocumented time until corrected through policy-defined procedures.
- Document reconciliation steps and decisions in payroll processing notes.

Success Indicators

- All payroll hours trace back to compliant documentation.
- No undocumented or unsupported time is paid.
- Documentation-related payroll errors are traceable.

Task #2: Documentation Exceptions & Medicaid Lock-Out Payroll Handling

The Payroll Administrator is required to:

- Receive Activity Record Exception Forms routed through BambooHR for locked or late documentation.
- Verify exception forms are complete, properly routed, and clearly tied to worked time.
- Ensure missing or corrected documentation time is included in the next scheduled payday
- Coordinate with Training Facilitators and Human Resources when documentation exceptions impact payroll accuracy.

Success Indicators

- Documentation exception pay is applied correctly and on the correct payroll.
- No retroactive payroll edits occur outside policy.

Task #3: Payroll Calculations & Policy Rule Application

The Payroll Administrator is required to:

- Apply pay period rules accurately (Sunday 12:00 a.m. – Saturday 11:59 p.m.).
- Correctly split shifts that cross pay periods.
- Apply overtime only when hours exceed forty (40) in a workweek.
- Apply sleep shift pay correctly and exclude sleep shifts from overtime.
- Apply comped weekend hours only when eligibility conditions are met.
- Apply holiday premium rates exactly as written in policy.
- Ensure all payroll calculations align with current policy definitions.

Success Indicators

- Overtime, sleep shifts, comped hours, and premiums are consistently accurate.
- Payroll calculations withstand internal review.

Task #4: Paid Time Off (PTO) Processing

The Payroll Administrator is required to:

- Add approved PTO to payroll based on recorded approvals.
- Manually add PTO hours where required by policy or written authorization, including last-minute requests, hours needed to reach forty (40) hours, or other approved adjustments.
- Deduct PTO for call-ins in accordance with Attendance and Time Off Policies.
- Reflect PTO usage clearly and accurately on employee pay stubs.
- Identify and escalate discrepancies between recorded PTO usage and expected balances.

Success Indicators

- PTO balances are accurately reflected on pay stubs.
- Manual PTO adjustments are supported by documented authorization.
- PTO deductions and additions align with policy and approvals.
- Discrepancies are identified and escalated promptly.

Task #5: Payroll Submission, Direct Deposit & Check Processing

The Payroll Administrator is required to:

- Prepare payroll for submission in BambooHR.
- Submit payroll by the deadline required to ensure timely direct deposit processing.
- Conduct a final review of payroll data prior to submission.
- Generate and email the finalized paper check file to the Finance Director for printing.
- Notify the Finance Director of the total payroll expense for the pay period.

Success Indicators

- Payroll is submitted on time every cycle.
- Direct deposits and checks process without delay or error.
- Final payroll totals match approved data.

Task #6: Payroll Communication & Inbox Management

The Payroll Administrator is required to:

- Monitor and manage payroll@abilitiesllc.com as the centralized payroll inbox.
- Respond to payroll-related emails within two (2) business days.
- Redirect attendance disputes, PTO approval questions, and policy interpretation requests to the appropriate department.
- Maintain professional, clear, and consistent communications.
- Retain all payroll-related emails in the payroll inbox and ensure emails are not deleted, in accordance with payroll record retention requirements.

Success Indicators

- Payroll inbox is current, organized, and responsive.
- Payroll-related emails are retained and accessible for audit or review purposes.

Task #7: Bonuses, Fringe Benefits & Taxable Wage Processing

The Payroll Administrator is required to:

- Process quarterly attendance bonuses strictly per policy using BambooHR attendance reports.
- Calculate hours-worked or shift pick-up bonus amounts based on current policy and WhenToWork documentation.
- Process non-payable taxable wages (gift cards, prizes, cash awards, fringe benefits) only after written notification from the Finance Director or Executive Director.
- Retain documentation supporting all bonus and taxable wage entries.

Success Indicators

- Bonus and taxable wage calculations match policy requirements.
- No unauthorized payroll additions occur.
- Bonus and fringe benefit documentation is complete and traceable.

Task #8: Mileage Reimbursement Processing

The Payroll Administrator is required to:

- Receive mileage reimbursement submissions at payroll@abilitiesllc.com.
- Verify submissions include all required information.

- Process approved reimbursements at the policy-defined rate.
- Maintain mileage submission documentation in payroll records.

Success Indicators

- Mileage reimbursements are accurate and timely.
- Unauthorized reimbursements are prevented.

Task #9: Payroll Data Tracking & Internal Reporting

The Payroll Administrator is required to:

- Enter monthly overtime data into the agency-provided Google Sheet.
- Enter monthly bonus data into the agency-provided Google Sheet.
- Complete all entries by the fifteenth (15th) of the month for the prior month.

Success Indicators

- Reported data matches payroll records.

Task #10: Payroll Documentation Compilation, Storage & Audit Readiness

The Payroll Administrator is required to:

- Compile all payroll documentation for each payroll cycle, including:
 - Payroll notes and reconciliation records
 - Time and attendance reports
 - PTO records
 - Bonus and taxable wage calculations
 - Mileage reimbursement documentation
- Combine all payroll documentation into one complete PDF file per payroll cycle.
- Apply consistent file naming conventions.
 - Name each payroll PDF file using the following format: **MM.DD.YYYY Payroll** (Example: **2.6.2026 Payroll**).
- Upload the finalized PDF file to **Google Drive > Shared Drive > Finances > Payroll > [Year]** following payroll submission.

Success Indicators

- Every payroll cycle has a single, complete, retrievable PDF file.
- Files are named consistently and stored in the correct shared drive location for the correct year.
- Payroll documentation is organized, legible, and audit-ready.
- Audit or review requests can be fulfilled quickly.

Task #11: Payroll Compliance, Confidentiality & Professional Standards

The Payroll Administrator is required to:

- Maintain strict confidentiality of employee compensation and payroll data.
- Retain payroll records, including payroll-related emails, for a minimum of seven (7) years.
- Support internal and external audits by producing requested payroll documentation.
- Escalate discrepancies, risks, or compliance concerns promptly.
- Conduct all payroll duties with professionalism, consistency, and adherence to policy.
- Follow all Abilities, LLC policies as written at the time of hire and as policies are released, revised, or updated.
- Participate in the review of draft policies related to paid time off, mileage, reimbursements, fringe benefits, payroll, and other policies that directly impact payroll processes, providing feedback based on payroll execution and compliance considerations.

Success Indicators

- Payroll processes align with current, approved policies.
- Policy updates are implemented accurately and on time.
- Policy feedback provided by the Payroll Administrator is accurate, practical, and within role scope.
- Confidentiality is never breached.

Our Values & Ethical Expectations

Abilities, LLC values Integrity, Community, and Empathy. As a Payroll Administrator, these values are reflected through accuracy, discretion, consistency, and respect for employees and agency systems.

Integrity: Payroll Administrators are expected to process payroll strictly according to documented records and written policy, without favoritism, assumption, or unauthorized adjustment. Errors must be reported promptly and corrected through approved procedures.

Community: Payroll Administrators support agency stability by collaborating professionally with Finance, Human Resources, and leadership while respecting role boundaries and escalation pathways.

Empathy: Payroll Administrators are expected to communicate respectfully and professionally, recognizing that payroll accuracy directly impacts employees' financial well-being.

Signature

By signing below, the employee acknowledges that they have received, read, and understand this job description. The employee understands that the duties, responsibilities, and expectations outlined in this document are a condition of employment and agrees to perform the role in accordance with agency policies, procedures, training, and applicable laws.

Employee Signature: _____ Date: _____

Employee Name: _____