



CITY OF MILFORD

PROMOTIONAL NO. 22-45

PAYROLL SPECIALIST

POSTING DATE: May 13, 2022

CLOSING DATE: May 20, 2022

NOTICE TO ALL APPLICANTS: This opening is available to all City employees ONLY.

SALARY RANGE: The position is a Grade C006 with weekly salary limits as follows:

Minimum	\$880.44
Step 1	914.61
Step 2	948.91
Step 3	983.24
Step 4	1017.50
Maximum	1051.97

Note: Governing Collective Bargain Agreement expired on June 30, 2019. Wages subject to any newly- negotiated GWI increases.

GENEROUS BENEFITS: The City offers the following benefits:

- Medical & Dental insurance effective 1st day of hire
- Traditional Pension Plan/Defined Benefit Plan (10-year vesting)
- 457 Saving Plan
- Free Life Insurance
- Voluntary Benefits through Aflac and Mass Mutual whole life group
- Weekly Pay
- Additional Compensation after 7.5 hours of work per day
- Paid Time Off – Separate Vacation Pay, Sick Pay, Personal Business Pay, Bereavement Pay
- Paid Holidays – 13 days per year
- Employee Assistance Program
- Free Access to Employee Fitness Center
- Wellness Initiatives

SUMMARY OF POSITION: Under the supervision and direction of the Payroll Supervisor, employee in this classification is responsible for work involving the preparation and maintenance of municipal payrolls, remittance of all Federal, State and Local taxes, and payroll reporting. Employee of this class performs a variety of complex clerical and payroll processing duties according to clearly defined principles and is expected to exercise independent judgment based upon knowledge gained through experience in the performance of these duties. The position duties require meeting both processing and reporting deadlines, interpretation of multiple guidelines or procedures and resolution of complex problems.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with an Associate's Degree in Accounting or closely related field and three (3) years of responsible experience in payroll processing; OR graduation from high school with five (5) years responsible experience in payroll processing; OR Any equivalent combination of education, training and experience as described above.

Note: Experience in governmental accounting and payroll processing according to union contracts is preferred.

SCOPE OF EXAMINATION: Applicants will be ranked according to their training, education and experience as indicated on the Application Supplement #22-45 and resume and weighted 40%. Applicants are urged to neatly and carefully complete the application form listing all related training and/or work experience. The top ten (10) qualified candidates will be invited to participate in an oral board panel interview weighted 60%. Candidates must achieve an overall passing score of at least 70% to be placed on the hiring list.

FILING REQUIREMENTS: Applicants are required to submit a fully completed **Employment Application, Application Supplement #22-45 and resume** must be submitted on or before **May 20, 2022** to the Human Resources Department, Parsons Government Complex, 70 W. River St., Milford, CT or HRrecruit@milfordct.gov For forms and detailed application instructions, go to www.ci.milford.ct.us/hr/pages/jobs then select *Payroll Specialist*.

PAYROLL SPECIALIST (re-titled)

GENERAL SUMMARY OF DUTIES

Under the supervision and direction of the Payroll Supervisor employee in this classification is responsible for work involving the preparation and maintenance of municipal payrolls, remittance of all Federal, State and Local taxes, and payroll reporting. Employee of this class performs a variety of complex clerical and payroll processing duties according to clearly defined principles and is expected to exercise independent judgment based upon knowledge gained through experience in the performance of these duties. The position duties require meeting both processing and reporting deadlines, interpretation of multiple guidelines or procedures and resolution of complex problems.

ESSENTIAL FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. Work that is similar, related or logically associated with the Position may also be assigned.)

- Processes weekly payroll in accordance with appropriate Federal, State and local laws and appropriate union contracts using payroll software Munis.
- Manages workflow to ensure all payroll transactions are processed accurately and timely.
- Reconciles payroll prior to transmission and validating confirmed reports. Reports to supervisor any major discrepancies.
- Performs the calculating, posting and verification of the weekly payroll.
- Transmits weekly payroll taxes to all Federal, State and local entities.
- Runs weekly pension report and updates Excel worksheet.
- Maintains computerized payroll system master files including, but not limited to, the maintenance of employee records as well as rate increases, earned vacation/sick time, voiding of checks, and miscellaneous edits.
- Administers heart and hypertension claim processing and longevity payments.
- Calculates payroll impact of benefit changes and all retroactive salary adjustments.
- Reviews all payroll records and implements changes such as tax withholding and other deductions.
- Runs and balances quarterly/yearly payroll reports.
- In collaboration with the Payroll Supervisor, prepares and submits all quarterly/yearly reports to the IRS, Social Security and the State.
- In collaboration with the Payroll Supervisor, balances and prepares W-2's, 1094-C, 1095-C and 1099-R forms. Remits appropriate copies of required reports to the IRS, Social Security and the State.
- Assists in signing, sorting, and distribution of all payroll checks, and processing of wage attachments and union dues.
- Administers the processing of employee accrued time.
- Assists in the responses to authorized requests for special reports or for individual information, including but not limited to arbitration cases, subpoena requests, wage statements, wage verification, wage garnishments, pension contribution confirmation and various management and budgeting reports
- Assists in the maintenance of computerized payroll system master files. Participates in the retention and verification of appropriate employee payroll records and master files.
- Assists the Payroll Supervisor in the implementations of payroll policies and procedures.
- Performs confirmation of pension calculations to include, earning and contributions.
- Processes purchase order requisitions for the Payroll Unit.
- Initiates and manages departmental supply orders.
- Works with and assists the Human Resources, Risk Management departments and other TPAs on participant issues, updates and payroll/billing matters regarding active employee, retirees and Worker's Compensation.
- Works closely with Human Resources to ensure payroll for new hires and terminating employees is processed timely and accurately.
- Serves as back-up to the Payroll Supervisor.
- Performs related work as required.

PAYROLL SPECIALIST
REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Page 2

- Good knowledge of office practices and procedures.
- Good knowledge of basic accounting principles and practices.
- Working knowledge of payroll processing and procedures best practices; and financial terminology.
- Strong knowledge of federal and state regulations related to payroll processing and taxes.
- Proficient in MS Office including Word and Excel. Good knowledge of relevant payroll processing / time & attendance software (i.e. Munis, Kronos) and databases.
- Considerable mathematical skills, strong attention to detail, excellent organization skills, ability to prioritize and schedule work.
- Ability to problem solve, work independently and as part of a team.
- Ability to deal with the public tactfully and courteously and to work harmoniously with other employees.
- Ability to work independently within a team oriented environment.
- Ability to deal sensitively with confidential materials.
- Must possess excellent oral and written communication skills.

MINIMUM QUALIFICATIONS REQUIREMENTS

- Graduation from an accredited college or university with an Associate's Degree in Accounting or closely related field and three (3) years of responsible experience in payroll processing; OR
- Graduation from high school with five (5) years responsible experience in payroll processing; OR
- Any equivalent combination of education, training and experience as described above.

Note: Experience in governmental accounting and payroll processing according to union contracts is preferred.

JOB ENVIRONMENT

This job operates in a professional office environment. Routinely uses standard office equipment such as computer, phones, photocopiers, scanners, filing cabinets and fax machines. The incumbent is located in a busy, open area office. The incumbent is faced with constant interruptions and many processing reporting imposed deadlines. Makes frequent contact with the other City departments, City employees, vendors, contractors and members of the public. Contacts are in person, in writing, and by telephone.

PHYSICAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hand-eye coordination is necessary to operate computers and various types of tools and equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus. While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear; use of hands and fingers to handle, feel, or operate objects, tools or controls and reach with hands and arms. Occasionally required to bend, crouch or kneel. Occasionally must lift and/or move up to 25 pounds.

City of Milford, CT
Civil Service Commission
6/00
Revised: 06/2019



CITY OF MILFORD, CONNECTICUT

- Founded 1639 -

70 West River Street, Milford, CT 06460

(203) 783-3239

HRrecruit@milfordct.gov

**Human Resources
Department**

APPLICATION FOR EMPLOYMENT & EXAMINATION

INSTRUCTIONS FOR COMPLETION:

THIS APPLICATION FORM CONSTITUTES A PART OF THE EXAMINATION PROCESS.

Every section must be completed in full even if resume or other supporting documents are attached. You should not direct this Office to refer to a resume for information that is being asked on the application form. **You must answer all questions completely and accurately in order for your application to be given the proper consideration.**

INCOMPLETE APPLICATION WILL BE REJECTED.

- **LATE APPLICATIONS WILL NOT BE ACCEPTED.** Applications must be received in the Human Resources Department by the application deadline as stated on the job announcement. You must complete an application form in ink or typed print. You can complete an application form online at the City's website and print the application. You must sign your application in ink or with digital signature. Application closing dates are noted on each job announcement.
- **ALL APPLICANTS SHOULD READ THE JOB ANNOUNCEMENT OF THE JOB FOR WHICH YOU ARE APPLYING.** Specific job requirements will be noted under the section titled "Minimum Qualification Requirements."
- **EACH SECTION IN THE APPLICATION FORM MUST BE COMPLETED.** You can use additional sheets of papers to attach to your application if you need more space to provide complete information, especially as it pertains to your employment history. Applications submitted without completing each section will be rejected.
- **LICENSES AND CERTIFICATIONS** required for the position you are applying for must be listed and you must provide a copy of any and all licenses and certifications required, as stated on the job announcement. Applications submitted without providing a copy of the required licenses/certifications will be rejected.
- **YOU MUST ATTACH A CLEAR COPY OF YOUR DRIVER'S LICENSE TO THE APPLICATION FORM** if the job for which you are applying requires a driver's license. Applications submitted without providing a copy of your driver license will be rejected.
- **YOU MUST COMPLETE EACH SECTION OF EMPLOYMENT HISTORY.** You must complete "Describe Work Performed" completely. Do not write "see resume" in lieu of completing this information on the application form. Applications submitted without completing each line of this section will be rejected.
- **COMPLETING THE INVITATION TO SELF-IDENTIFY IS VOLUNTARY.** This information is needed to meet Federal and State reporting requirements and is also used to evaluate the effectiveness of our recruiting and testing procedures. This sheet is not seen by anyone making the hiring decision. Applications will not be rejected if you choose not to complete this voluntary information section.

CITY OF MILFORD - AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The City of Milford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



PROMOTIONAL EMPLOYMENT APPLICATION

Human Resources Department
City of Milford
70 West River Street
Milford, CT 06460
(203) 783-3239

An Equal Opportunity Employer

Position applying for _____

Date _____

DO NOT WRITE IN THIS SPACE

☐ Q Rev. by: _____

☐ NQ

Reason: _____

PLEASE TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK.

Entire application must be completed in order for application to be considered.

PERSONAL INFORMATION

Last Name _____ First Name _____ M.I. _____ 000- _____
Last 6 digits of Soc. Sec. No. _____

Home Address _____ City _____ State _____ Zip _____

Home Telephone _____ Mobile _____ Email _____

Have you read the job description explaining the essential duties of the position for which you are applying? Yes No

Are you able to perform the essential functions of the position for which you are applying? Yes No Date available to start _____

EDUCATION

High School(s) attended	City/State	Did you graduate?		
		Yes	No	
		Yes	No	
College/Institution attended	City/State	Did you graduate?	Degree/Certification/Credits	Major
		Yes No		
		Yes No		
		Yes No		

VETERAN'S / SENIORITY POINTS

Do you claim 5 points preference based on active duty in the US Armed Forces? *Attach copy of DD214* Yes No

Do you claim 10 points veteran's disability preference? *Attach copy of DD214 & other supporting documentation* Yes No

Seniority points are given for service to City employees as follows: Two (2) points for five (5) full years of service, ½ point for each additional full year.

*Seniority points are only added to passing exam scores. If you fail the exam, seniority points are omitted.

Date of Hire: _____ Seniority Points: _____

EMPLOYMENT HISTORY

On the next page, list **ALL** present and past employment in reverse chronological order **BEGINNING WITH YOUR MOST RECENT EMPLOYMENT**. Applicants may be required to furnish satisfactory proof of employment history. Use additional pages if necessary. **Include resume with completed application, however, resume WILL NOT substitute completion of application.**

EMPLOYMENT HISTORY CONTINUED

Employer	Address	Phone
Dates of Employment	Job title	Hours per week
Supervisor's name/title		Reason for leaving
Number of employees supervised (i/a)	Describe work performed below: <u>DO NOT WRITE "SEE RESUME"</u>	

Employer	Address	Phone
Dates of Employment	Job title	Hours per week
Supervisor's name/title		Reason for leaving
Number of employees supervised (i/a)	Describe work performed below: <u>DO NOT WRITE "SEE RESUME"</u>	

Employer	Address	Phone
Dates of Employment	Job title	Hours per week
Supervisor's name/title		Reason for leaving
Number of employees supervised (i/a)	Describe work performed below: <u>DO NOT WRITE "SEE RESUME"</u>	

ONLY COMPLETE THE SECTIONS BELOW IF THEY ARE RELEVANT TO THE POSITION YOU HAVE APPLIED

SPECIAL SKILLS/TRAINING

Typing speed: _____ words per minute

Business machines (other than computers) you are able to operate: _____

What computer experience do you have?

☐ Apple

☐ PC

Your skill level in Word can best be described as:

Your skill level in Excel can best be described as:

Your skill level in Outlook can best be described as:

Your skill level in PowerPoint can best be described as:

Your skill level in Access can best be described as:

Your skill level in Acrobat can best be described as:

Your skill level in Publisher can best be described as:

Describe any other software and level of skill or any other applicable abilities:

Please list/describe any specialized training, apprenticeship, certifications, licenses, skills, special skills and qualifications related to the job for which you are applying, such as machines you are able to operate, languages you speak and read or write well, computer skills besides those previously mentioned and any other special abilities or knowledge. Provide name and location where training was given, dates attended, subject of training, total number of training hours, and other details. Please also include any professional trade, business or civic activities and other offices held: (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

LICENSES, CERTIFICATIONS, REGISTRATIONS

If the position for which you are applying requires you to operate a vehicle, you must possess a valid driver's license and any special endorsements must be current and valid. NOTE: If applicable, if you are offered employment by the City of Milford, and if your driver's license is from another state, you will be required as a condition of employment to obtain a valid Connecticut Driver's License before you can begin work.

Do you have a valid driver's license? Yes No State _____ License # _____ Classification _____

Expiration Date _____ Endorsements _____

FINALISTS WILL BE REQUIRED, UPON NOTIFICATION, TO SUBMIT A COPY OF THEIR DRIVING ABSTRACT. Note: Driving abstracts may be obtained at any Connecticut Department of Motor Vehicles office. This fee is at the finalist's expense.

PROFESSIONAL REFERENCES

List three professional colleagues who are not your relatives or employees of The City of Milford we may contact.

Name	Phone	Relationship

IMPORTANT: Read each of the following sections carefully and completely. If you do not understand any portion of the statements that follow, ask for clarification. Your signature indicates that you have read and understand each of the provisions listed and that you agree to abide by the conditions stated therein.

NOTICE TO PERSONS WITH DISABILITIES: Testing arrangements to accommodate persons with disabilities will be made upon request of the applicant. If accommodation is requested, the applicant will be required to state what accommodation is needed.

PRE-EMPLOYMENT MEDICAL EXAMINATION: Applicants selected for employment will be required to pass a medical examination given by a physician designated by the City of Milford.

PROBATIONARY PERIOD: Employees serve a probationary period as determined by City policy or by any applicable collective bargaining agreement. Termination of employment during the probationary period may be with or without cause and is not subject to any appeal process or grievance procedure of any applicable collective bargaining agreement.

DRUG POLICY: It is the policy of the City of Milford to maintain a drug free workplace. Employees who are observed in possession of or using controlled substances (drugs) will be terminated and may have criminal actions filed against them. Employees in certain positions are subject to Federal laws requiring pre-employment, post-accident, and random drug testing.

UPON EMPLOYMENT, YOU WILL BE REQUIRED TO PROVIDE YOUR SOCIAL SECURITY NUMBER.

PRE-EMPLOYMENT STATEMENT

AGREEMENT: I CERTIFY THAT ALL STATEMENTS MADE ON OR IN CONNECTION WITH THIS APPLICATION ARE TRUE, ACCURATE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT INCOMPLETE, FALSE, INACCURATE, OR MISLEADING INFORMATION GIVEN IN MY APPLICATION, INTERVIEW(S) OR DURING THE COURSE OF MY EMPLOYMENT MAY RESULT IN THE REJECTION OF THIS APPLICATION OR WITHDRAWAL OF A JOB OFFER. FURTHER, FALSE INFORMATION PROVIDED, WHETHER WILLINGLY OR ACCIDENTALLY, MAY RESULT IN DISCIPLINE OR IMMEDIATE DISMISSAL IF EMPLOYED, WHENEVER THE OMISSION OR FALSEHOOD IS DISCOVERED.

I UNDERSTAND THAT THIS APPLICATION IS NOT A CONTRACT OF EMPLOYMENT NOR IS IT A GUARANTEE OR INDICATION OF EMPLOYMENT. I ALSO UNDERSTAND THAT SHOULD I BE GRANTED AN INTERVIEW, THE REPRESENTATIONS THAT MAY BE MADE AT THE INTERVIEW ARE NOT TO BE CONSTRUED AS CREATING ANY OBLIGATION, PROMISE OR CONTRACT ON BEHALF OF THE CITY OF MILFORD. SHOULD I BE EMPLOYED BY THE CITY, IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO ABIDE BY ALL THE RULES, POLICIES AND REGULATIONS OF THE CITY OF MILFORD, AS THEY MAY FROM TIME TO TIME BE IMPLEMENTED OR REVISED. IDENTIFICATION AND VERIFICATION OF ELIGIBILITY TO WORK IN THE UNITED STATES MUST BE SATISFIED FOR EMPLOYMENT.

I FURTHER UNDERSTAND THAT IN CONSIDERATION FOR EMPLOYMENT, AN INVESTIGATIVE BACKGROUND REPORT MAY BE PREPARED AT THE REQUEST OF THE CITY OF MILFORD, WHEREBY INFORMATION MAY BE OBTAINED FROM MY EMPLOYERS (PRESENT OR FORMER), EDUCATIONAL INSTITUTIONS, ALL BRANCHES OF THE U.S. MILITARY SERVICE, AND PUBLIC RECORDS MAINTAINED BY GOVERNMENT AGENCIES OR OTHERS, INCLUDING BUT NOT LIMITED TO CRIMINAL CONVICTION REPORTS, CREDIT REPORTS, ETC. I AUTHORIZE THE CITY OF MILFORD AND ITS DESIGNATED REPRESENTATIVE(S) TO PERFORM THIS INVESTIGATION, AND FURTHER AUTHORIZE PRESENT AND FORMER EMPLOYERS, REFERENCES AND OTHER PERSONS TO PROVIDE INFORMATION FOR THE INVESTIGATION. I ALSO AUTHORIZE THE CITY OF MILFORD TO RECEIVE CRIMINAL CONVICTION RECORDS PERTAINING TO ME, WHICH MAY BE IN THE FILES OF ANY CRIMINAL JUSTICE AGENCY

I UNDERSTAND THAT ACCEPTANCE FOR EMPLOYMENT SHALL DEPEND ON SATISFACTORY REPLIES FROM MY REFERENCES AND OTHER BACKGROUND CHECKS. ANY OFFER OF EMPLOYMENT MAY BE CONTINGENT UPON PASSING A DRUG TEST AND MEDICAL EXAMINATION. I AUTHORIZE MEDICAL PROVIDER(S) TO RELEASE ANY/ALL MEDICAL INFORMATION TO THE CITY PURSUANT TO ITS PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN PROCEDURES IN ACCORDANCE WITH HIPAA.

RELEASE: I HEREBY RELEASE AND HOLD HARMLESS ANY PERSON, CORPORATION, COMPANY FROM ANY AND ALL POSSIBLE DAMAGES, DIRECT OR CONSEQUENTIAL, IMMEDIATE OR REMOTE, OF ALL FORMS OR TYPES, THAT I MAY SUSTAIN OR ALLEGE TO SUSTAIN BY VIRTUE OF THAT PERSON, CORPORATION, COMPANY OR OTHER ENTITY COMPLYING WITH MY REQUEST TO FULLY AND COMPLETELY COMPLY WITH THE INVESTIGATION, INQUIRY OR INTERESTS OF THE CITY OF MILFORD, TO WHOM I HAVE MADE AN APPLICATION OF EMPLOYMENT AND IS THE BEARER OF THIS AUTHORIZATION.

I affirm and certify that I have read all of the information above and that all answers to the questions herein are complete, true and accurate to the best of my knowledge. I understand that any misrepresentation, falsification or omission of any facts may render this application void and will be cause for disqualification, whenever discovered.

SIGNATURE APPLICANT _____

DATE _____



CITY OF MILFORD

PAYROLL SPECIALIST APPLICATION SUPPLEMENT #22-45

NAME _____

SOCIAL SECURITY NUMBER 000 - _____ - _____
(Last six digits only)

For this examination, you will be filling out specific information about your training and experience. The information that you give will be used to find out how well your background qualifies you for this position. You must fill out this examination booklet completely in order to take part in this examination. **THIS BOOKLET IS AN EXAMINATION.**

On the pages that follow, you will be asked to supply factual information about your training, and the duties, responsibilities and accomplishments that are associated with the jobs which helped you qualify for the position for which you are applying. Your training and experience will be scored according to how closely they relate to the various job components or factors of the position of Payroll Specialist. Your score will be based only on what you include in this examination. Incomplete or illegible applications/supplements will be rejected.

This examination booklet and a completed Application for Employment must be received by the Human Resources Department by the last filing date noted in the job announcement. Information received after the last filing date will not be considered.

I. EDUCATION AND TRAINING:PART A. – EDUCATION

- A. Do you possess any of the following degrees? (If “Yes”, specify the major field of study for which the degree was conferred.)
1. High School Diploma Yes_____ No_____
 2. Associate’s Yes_____ (Major) _____ No _____
 3. Bachelor’s Yes _____ (Major) _____ No _____
 4. Master’s Yes _____ (Major) _____ No _____
- B. Credits: If you do not have a college degree, but did complete college course work, list the number of credits earned. _____ Major _____
- C. Did you complete any post-secondary (technical or business school) education course(s) or training in Office Administration, Business, Management or a related field? If so, please specify number of courses.
- Yes _____ Number of courses _____ No _____

PART B. – TRAINING

List all training (seminars, special courses, advanced training, specialized training, etc.) that you have attended/completed within the past five (5) years, relevant to Payroll Processing.

AREA OF STUDY/TITLE OF COURSE	SPONSORING ORGANIZATION	DATES ATTENDED & NO. OF HOURS

II. GENERAL EXPERIENCE:

#22-45

PART A. – EXPERIENCE

Do you have at least three (3) years of progressively responsible experience in payroll processing?

No _____ Yes _____ If Yes, Number of Years/Months Experience _____

How many employees did you process payroll for? Number of Employees _____

Indicate the type of work experience. Check (✓) all that are applicable:

_____ process weekly payroll using payroll system such as Munis. Number of Years _____

_____ assists in the daily operations and activities of payroll processing.....Number of Years _____

_____ implements changes such as tax withholdings, premium cost share, union deductions,
garnishment, etc.: Number of Years _____

_____ administer the process of employee accrued time: Number of Years _____

_____ Munis Payroll system configuration and maintenance:Number of Years _____

_____ time and attendance system configuration and maintenance: Number of Years _____

_____ processing weekly payroll in-house..... Number of Years _____

_____ processing payroll for unionized employees Number of Years _____

How many collective bargaining agreements have you processed payroll for? _____

PART B. – SENIORITY

How many completed years of service do you have with the City of Milford?

Number of years:

Date of hire:

III. PAYROLL/ TIME ATTENDANCE SYSTEMS AND COMPUTER SKILLS:

#22-45

PART A. – PAYROLL/HRIS SYSTEMS

Please list the payroll/HRIS systems you have utilized, indicate number of years utilizing system and type of experience.

Systems Utilized:	Year of Experience:	Type of Experience:
For Example: Munis, ADP, Paycheck, Workday, Ceridian, PeopleSoft, etc.		system configuration, maintenance, conversions, upgrades, etc.

PART B. – TIME AND ATTENDANCE SYSTEM

Please list the time and attendance systems you have utilized, indicate number of years utilizing system and type of experience.

Systems Utilized	Year of Experience:	Type of Experience:
For Example: Kronos, TeleStaff, etc.		system configuration, maintenance, conversions, upgrades, etc.

Please indicate level of proficiency for the following programs:

PROGRAM	PROFICIENCY LEVEL: Beginner, Intermediate, Advanced
MS Excel	
MS Access	
MS Word	
MS Outlook	
Other:	