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For employees to be paid correctly and on time, they must submit their hours worked either electronically or manually to timekeepers. Timekeepers maintain an accurate track of hours worked for payroll purposes. They typically are hired as acting liaisons between employees and payroll coordinators to ensure the smooth process of pay distribution. Calculating an employee's time worked, production and commission are duties of a timekeeper. KnowledgeTimekeepers must have knowledge in accounting and payroll data software programs. Many organizations require timekeepers to have knowledge in administrative skills such as operating computers, 10-key calculators, word processing and proficiency with Excel spreadsheets. It is imperative for timekeepers to know personnel compensation and benefits relating to hours worked. Knowledge of mathematical reasoning and analytical skills are needed to avoid any errors during work. AbilitiesTimekeepers must have the ability to compute and post wages and deductions with employee hours worked. They must be extremely reliable since they are dealing with time-related issues and paycheck distribution. Timekeepers must be capable of multitasking, planning and organizing details while communicating effectively with co-workers and employees. They must be able to attend meetings and inform employees on information that helps prepare for future issues related to payroll discrepancies. FunctionsDuties of a timekeeper include maintaining time sheets and accurately inputting time and attendance data into the computer. They verify attendance, hours worked and pay adjustments while tracking overtime hours and approving compensatory time earned. A timekeeper also is responsible for keeping track of leave time such as vacation, holidays, personal or sick days for employees. Duties also include ensuring time sheets are submitted and received by employees on time to issue accurate payroll adjustments. Places of WorkThe majority of timekeepers work in cubicles or offices in the human resources department of a company. Some timekeepers work in warehouses or on-site to manage manual time sheets used by labor workers. Timekeepers also work for companies that are contracted by multiple organizations to take care of their timekeeping needs. Click here for The 5 Keys To Job Satisfaction Job Duties and Tasks for: "Payroll and Timekeeping Clerk" 1) Process and issue employee paychecks and statements of earnings and deductions.2) Compute wages and deductions, and enter data into computers. 3) Compile employee time, production, and payroll data from time sheets and other records.4) Review time sheets, work charts, wage computation, and other information in order to detect and reconcile payroll discrepancies.5) Verify attendance, hours worked, and pay adjustments, and post information onto designated records. 6) Record employee information, such as exemptions, transfers, and resignations, in order to maintain and update payroll records.7) Issue and record adjustments to pay related to previous errors or retroactive increases.8) Keep informed about changes in tax and deduction laws that apply to the payroll process. 9) Provide information to employees and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions.10) Complete time sheets showing employees' arrival and departure times.11) Post relevant work hours to client files in order to bill clients properly. 12) Distribute and collect timecards each pay period.13) Complete, verify, and process forms and documentation for administration of benefits such as pension plans, and unemployment and medical insurance.14) Prepare and balance period-end reports, and reconcile issued payrolls to bank statements. 15) Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate departments.16) Coordinate special programs, such as United Way campaigns, that involve payroll deductions. Part 1 Duties / Tasks Part 2 Activities Part 3 Skills Part 4 Abilities Part 5 Knowledge "Payroll and Timekeeping Clerk" Holland / RIASEC Career Code: C-E-R SOC: 43-3051.00 Click here for "Payroll and Timekeeping Clerk" Jobs See the Future Outlook and Educational Requirements for "Payroll and Timekeeping Clerk" Career Test Video Myers-Briggs Personality Test Video Timekeepers can work in a variety of industries and organizations, but based on postings that we analyzed, most share several core duties: Compile Employee Time Data The primary responsibility of a timekeeper is gathering and compiling time sheet data from employees across departments. While some companies may still utilize analog methods to record employee hours, the vast majority of organizations now use computerized time reporting technologies to accurately record personnel hours. Timekeepers use this technology to collect employee hours for submission to payroll processing. Calculate Wages and Deductions Timekeepers also review employee payroll data to calculate wages and withholdings for taxes, Social Security, and employee benefits. The timekeeper uses employee payroll data and the department's record-keeping system to determine the proper withholdings based on hours worked, tax status, and pay rates. Record Employee Pay Data Throughout the year, timekeepers also manage and update employee pay data within the payroll department's system. This includes creating initial payroll data based on the employee's withholding options when they are hired and entering the employee's pay rate within the system. Timekeepers may also need to periodically review and update pay data based on employee raises or changes in their tax status or other withholdings (such as adding dependents or changing benefit plans). Review Payroll Entries During each pay period, the timekeeper also reviews payroll data submitted by individual employees or by departments within the organization. Timekeepers ensure that all employees are accounted for and that time sheets accurately reflect hours worked. In addition, the timekeeper may need to communicate with department heads to verify overtime hours or missed hours, both paid and unpaid. Monitor Reports for Discrepancies Timekeepers monitor payroll data for discrepancies or unusual occurrences to ensure accuracy and maintain correct information. The timekeeper may flag payroll submissions for excess hours, for example, or notice that an employee has submitted reimbursement requests for unapproved expenses. The timekeeper then reports these issues to their supervisor, the human resources department, or to the head of that employee's department. Timekeeper Job Description 4.6 157 votes for Timekeeper Timekeeper provides training and guidance to field editors on navigating the CATA system and the proper editing and coding of time records in compliance with City and union bargaining unit pay requirements. To write an effective timekeeper job description, begin by listing detailed duties, responsibilities and expectations. We have included timekeeper job description templates that you can modify and use. Sample responsibilities for this position include: Enters confirmation of molds into SAP and Labor spreadsheet Process payment requests and accurately pay all employees on scheduled pay days - Daily, weekly and Bi-weekly (Ad Hoc payments, LOAs, benefit refunds and retro, etc. .) Prepare and maintain employee master file records in the payroll systems (CIPS / TAAS) such as new hires, transfers, charge numbers, deductions, direct deposit set ups ) Review and distribute checks daily as requested Run and distribute daily reports, TAAS reports, HRMS reports etc. . Answer emails and forward on client as appropriate and timely Answer payroll mainline hotline and forward client questions as appropriate and timely Filing all documents timely and accurately Matches hours reported and scheduled hours in Shiftboard Keeps timekeeping model consistent Timekeeper Qualifications Qualifications for a job description may include education, certification, and experience. List any licenses or certifications required by the position: CPR, AED Typically a job would require a certain level of education. Employers hiring for the timekeeper job most commonly would prefer for their future employee to have a relevant degree such as Associate and Bachelor's Degree in Education, Associates, History, Business, Law School, Finance, Technical, Human Resources, Computer, General Business Desired skills for timekeeper include: Union contracts regarding pay Accounting and auditing principles and practices Desired experience for timekeeper includes: Payroll best practice, systems and processes preferred Final time approval will be the PC on Sunday night Assigns, coordinates and reviews the work of clerical staff responsible for updating and maintaining automated and manual timekeeping records and processing payrolls Verifies that edits input into the Chicago Automated Time and Attendance system (CATA) are properly coded and accurately reflect hours worked, vacation time used, salary adjustments and missed swipes Reconciles and validates payroll registers and supplemental time rolls (e.g., V-rolls, Z-rolls, Y) to ensure departmental employees, retirees and beneficiaries are compensated correctly Interprets new and modified labor contract provisions (e.g., overtime, acting-up pay, multi-rate salaries, ) and timekeeping rules (e.g., FLSA) and trains staff in the application of related procedures, policy changes and the navigation of new system enhancements Timekeeper Examples Our company is searching for experienced candidates for the position of timekeeper. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent. Responsibilities for timekeeper Oversees staff engaged in the employment verification of department personnelCompiles and generates comprehensive timekeeping reports and prepares summaries of payroll activity for budgetary purposes, as requiredApproves time-off requests and coordinates activities of staff to ensure adequate coverage and efficient processing of payrollsEstablishes work standards and conducts performance evaluations of subordinate staffParticipates in administering progressive discipline to staff, as requiredPerforming accounting duties as assignedInterrogate timesheet content to ensure accuracy in line with project-specific Job-cardingFacilitate accuracy of client cost allocation to enable pass-through to corresponding WBS codesResponsible for accuracy / auditability of project data to enable meaningful interrogation in support of key internal / external reporting requirementsManage time-writing database according to project-specific requirements Qualifications for timekeeper Previous work experience with human resources and payroll applicationsPrevious work experience interpreting, applying and enforcing timekeeping methodsPrevious work experience maintaining payroll records and preparing various monthly salary expenditure reportsPrevious work experience resolving complaints pertaining to timekeeping methods and proceduresPrevious work experience interpreting and preparing clear, concise and accurate reportsExperience working with SQL relational database management systems Our growing company is hiring for a timekeeper. To join our growing team, please review the list of responsibilities and qualifications. Responsibilities for timekeeper Produce payroll and project reports for distribution to payroll, agencies and project managementInput onshore working hours for Offshore labour personnelSingle point of contact for offshore personnel in relation to Payroll queries, holiday requestsOther duties as required by management and supervisorBalances timesheetsPerform other duties as assigned by the joint venture Chief Timekeeper/Supervisor or Accounting ManagerMaintain timely / accurate daily input of hours into time-writing system (against appropriate jobcards) ensuring workforce are paid on time and project progress is kept up to dateAct as single point of contact for project personnel to deal with ad-hoc queries at source and minimise associated on/offshore intervention requirementsManage onshore expectations in terms of accuracy of data entry to support delivery of client reporting requirementsSupport offshore supervision collation of timesheet information for offshore workforce Qualifications for timekeeper Previous Accounting Experience a plusCalculator a must1-2 years clerical accounting/timekeeping and payroll experience preferredMust be able to examine and verify payroll documents and reportsTWIC Card and Background checkMust have recent experience in a similar role (preferably on a project of a similar size / nature) Our company is growing rapidly and is hiring for a timekeeper. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent. Responsibilities for timekeeper Single point of contact for offshore personnel in relation to Payroll queries, holiday requests etc to deal with issues at source and minimise additional on/offshore interventionCoordinate communications between onshore management functions and offshore personnelMust have experience in Turnip and Tracks SystemMust have experience entering electronic timesheetsVerify and complete required documentation and reports, including but not limited toApprove timecardsPerform periodic data audits to ensure employees are using the Timekeeper system correctly and policies, regulations and contracts are being followedContinuously update training materials and distribute accordinglyEnsure that new users, or existing users in new employee categories, have access to the system and are trained in its usePassword re-set issues, security group changes, and proxy set-ups Qualifications for timekeeper Must demonstrate capability to deliver objectives as detailed above1 to 2 years clerical accounting timekeeping and payroll experience preferredExposure to payroll processes/programsHigh school diploma or global equivalent with limited work-related experience preferred • Strong interpersonal and communication skills • Basic personal computer skills to include Microsoft software • Basic math skills • Basic understanding of file organizationMust have legal right to work in Trinidad and Tobago without sponsorshipProficient in standard timekeeping , payroll and accounts payable processes Our innovative and growing company is looking to fill the role of timekeeper. To join our growing team, please review the list of responsibilities and qualifications. Responsibilities for timekeeper Understand commonly used payroll concepts, practices and procedures, including FLSA and overtime laws and how to calculate FLSA rates and overtime payReview MSS's for any additional payments or PTO cash outs that must be processed through KronosSolve any problems users may have relating to navigation and time off balancesEnsure consistency in following up with users to resolve issues expediently and correctlyElevate issues to the appropriate resource for quick and correct resolution, if the problem is too complex to be resolved at his/her levelCollect as much diagnostic information, as needed, before elevating the issueRun reports that will point out issues with the system, missing information, wrong balances , on a periodic basisDesign, in close partnership with HRIS and Compliance, key performance indicators (KPI) to properly track and measure system usageEnsure that training materials are up to date - both from a system perspective and a compliance perspectiveDevelop knowledge repository for issue resolutions in support of employee Frequently Asked Question (FAQs) Qualifications for timekeeper Balances weekly hours with PayrollMust have legal right to work in US without sponsorshipMust have strong analytical skills and the ability to work independently, and to identify and resolve routine problemsBe reliable, professional and passionate about what they doHave excellent communication and time management skillsHave solid IT literacy and a strong ability to multi task Our innovative and growing company is hiring for a timekeeper. To join our growing team, please review the list of responsibilities and qualifications. Responsibilities for timekeeper Create new reports from the time and attendance systemAs necessary, punches operators job cards, checks all labor sheets for accuracy and makes adjustments and/or correctionsCalculates elapsed time and incentive on each orderIndicates on labor card and weekly spreadsheet operators working out of classification for payroll adjustmentsWatches labor hours during the day to let Manager know if indirect hours are running high (setup time, repair)Answers site phoneAdditional responsibilities are required for assistance in production controlCarry out the day to day timekeeping and related administration requirements with in the projects offshore time writing systemEnsure full, accurate and timely preparation and submission of relevant timesheetsSeek timesheet approval from applicable client representative Qualifications for timekeeper Be able to think through things logically and trouble shoot timelyShow strong attention to detailBe a proficient Snowsports enthusiast, ideally Snowsports certifiedA minimum of an associate's degree in human resources, general business, computer systems, or similar disciplineTwo to three (2-3) years of hands-on experience in human resources practices and policiesExperience with time keeping systems a plus Related Job Descriptions



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