



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0208

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**STATE PAYROLL MANAGER**

GRADE M

**SCOPE OF WORK:**

Under broad direction, manages the centralized payroll function for the State. Supervises payroll staff and supervises the business processes used by state agency payroll personnel. Performs as functional and module lead for PeopleSoft payroll functions and decisions, and approves all interfaces and access to/from the PeopleSoft payroll application.

**DUTIES PERFORMED:**

- Manage the PeopleSoft payroll application, including operations, maintenance, updates and planning for enhancements.
- Work with agencies, IT technical staff and HR staff to develop system and process improvements, ensure data integrity, resolve issues and provide effective reporting from the system.
- Plan, organize and monitor the work of the payroll staff. Develop and implement work processes that accomplish the group's goals and lead to increased efficiency and effectiveness.
- Manage commitment accounting activities, including the actual distribution after each payroll cycle, General Ledger interface, accounts payable interface, payroll reconciliation and budget updates.
- Provide accurate accounting and reporting of payroll transactions to employees, state agencies, tax entities, legislators, vendors, and the public.
- Review practices and policies for compliance with applicable regulations.
- Monitor and evaluate trends which may impact payroll practices and innovations which may be integrated into the payroll system.
- Recommend, write, and implement policies and procedures in accordance with statutory and professionally accepted standards.
- Monitor the entire payroll system on a regular basis to maintain accuracy; determine and document updates needed to correct any problems.
- Manage the PeopleSoft Absence Management module. Monitor the system, finalize the leave process and transmit data to the payroll system for processing.
- Provide assistance and training to state agencies and insurance companies.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

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State Payroll Manager

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MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business or public administration, accounting, information management, human resource management or a closely related field. Requires four years of work experience with an automated payroll system, including at least one year of supervisory experience. Must have strong working knowledge of pertinent software applications and principles, accounting/payroll processing principles, and regulations affecting payroll. Strong supervisory, project management and communication skills are required.

Eff. Date: 12/2011

Rev: 7/12 – Conversion to Hay System