

NOTES

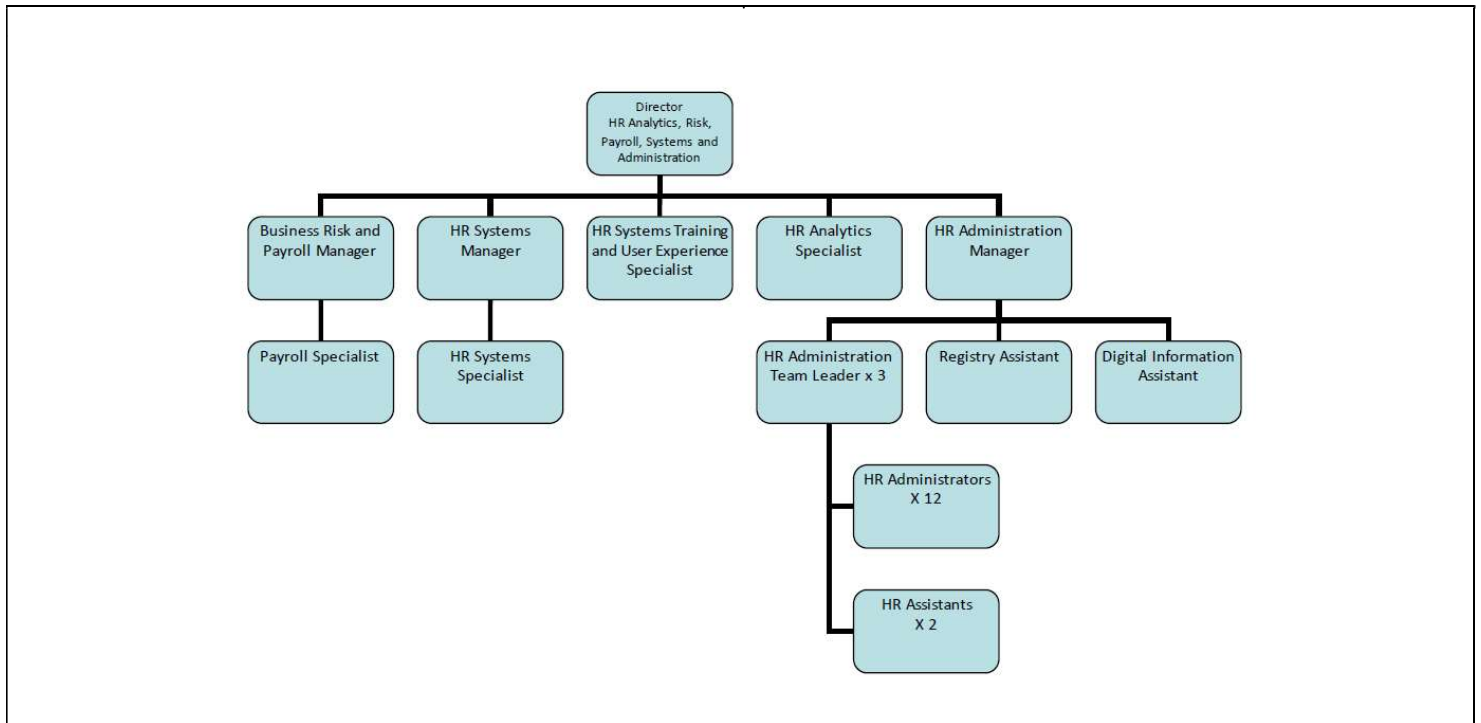
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Payroll Specialist		
Job title (HR Practitioner to provide)	HR Specialist		
Position grade (if known)	10	Date last graded (if known)	
Academic faculty / PASS department	Human Resources		
Academic department / PASS unit	HR Payroll Office		
Division / section			
Date of compilation	August 2020 – revised 2 September 2024		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to execute end to end daily, monthly, bi-annual and annual payroll processes. The Payroll Specialist will process payments for all staff University wide, post payroll results to finance, ensure month end 3rd party payments are processed including SARS submissions; HR GLs and vendors are cleared on a regular basis while proactively identifying and addressing audit and business risks.

CONTENT

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
<p>1</p> <p>Technical Support and Services</p>	<p>35%</p>	<ul style="list-style-type: none"> • Create payroll calendar on an annual basis and communicate scheduled payroll dates • Schedule and manage multiple test pay runs during the month/week. • Communicate payroll errors to the HR Admin and Benefits teams and ensure that errors are resolved timeously before final pay run • Simulate postings to finance and resolve any errors timeously. • Test DME Banking transfers and advise HR Admin and Benefits teams of any errors. • Once payroll has been closed, assist the Payroll and Business Risk Manager with various checks including duplicate banking details, special wage types and tax status checks. • Schedule and manage the final pay runs during the month/week. • Execute live posting to Finance and advise the Finance team once the posting has been successfully completed. • After the final payroll, execute the live Bank Transfers to the Verified/Part-released Status and prepare the net pay balancing report to check that the postings balance to the bank file, so that the Business Risk and Payroll Manager can release the batch for processing. • Liaise with Treasury in respect of net pay provisions and top ups to the HR and ACB account for payments to staff. • Generate and send the payslip files for printing, as well as email payslips to staff that do not have access to ESS (PC1-5, ad hoc staff and students). • Check for bank rejections and advise the HR Admin and Benefits teams. • Request and monitor salary recalls. • Run the advance programme Bi-weekly and advise the HR Admin and Benefits teams of any errors and rejections. • Process 3rd party payments accurately and timeously to avoid penalties and maintain good record for UCT. • Process debit order collections for Leave Without Pay (LWOP) and pensioners. • Proactive review, alignment and enhancement of system with business requirements – consider possibilities for automation and use of QM4. • Capture banking Wage Types such as Bank Deposit Received, Cancel Net Pays, Net Pay withheld etc. 	<ul style="list-style-type: none"> • Error free pay runs to be completed timeously to ensure that the Bank Transfer amounts reach the bank in time to meet the pay dates: <ul style="list-style-type: none"> ➢ Monthly - 25th of each month or before if payday falls on a public holiday or weekend. ➢ Weekly – every Saturday. ➢ Day after for advance payments. • Finance Posting results to be updated into the SAP Finance module as soon as possible after the finalisation of the payroll/s. • Payslips are emailed to staff that do not have ESS access. • There must be enough money in the bank account to ensure that salaries, SARS and all third-party payments take place without delay or error. • HR Admin team receives the bank rejection lists. • 3rd parties are paid on time and no interest or penalties are incurred because of late payments. • Debit order deductions are processed timeously, and rejections are checked and sent to the Benefits team.

2	Monitoring, evaluation and reporting	20%	<ul style="list-style-type: none"> Run the Duplicate Banking details report, investigate any discrepancies and request relevant documentation from the HR Admin team Run monthly payroll checker reports to check the accuracy and completeness of data captured by HR, escalate errors to the HR Admin Manager and highlight risks with HR Business Risk and Payroll Manager. Check and distribute pensioner debit order rejections while keeping track and reporting issues and risks to the Business Risk and Payroll Manager. Balance payslips of random sample monthly, validating earnings and deductions and ensuring these are posted correctly. Ensure that HR Admin Team Leaders are running a report to check mappings of Cost Centres to funds. Monitoring all loans (internal and external) to ensure debt management policy is being adhered to and limit risk to UCT. Transfer external loan amounts to relevant funds where needed. Run IT11 QM4 monthly to ensure that garnishee and maintenance deductions are correctly allocated by various collection agents. Any ad hoc reporting requests approved by the Business Risk and Payroll Manager 	<ul style="list-style-type: none"> Balancing net pay report and saved on the G Drive for audit purposes. Duplicate banking details report is saved onto Vula site for auditors and all supporting documentation is available for auditors.
3	Compliance and risk including Internal and External Audit	5%	<ul style="list-style-type: none"> Prepare reports as requested by Finance, internal and external auditors for interim and year end audits. Generate monthly Posting reports and save it onto the shared site, password protected for the auditors. Advise or highlight master data issues that may result in risk to the business or require additional SAP training and recommend corrective actions. Assist with audit requests and queries during external interim and year end audit. Ensure due compliance with relevant legislation 	<ul style="list-style-type: none"> Audit requests are processed on time. Documentation is obtained and timeously provided to the Auditors. All reports for auditors are available on Vula for external auditors. Master data issues are addressed.

4	<p>Finance Administration and Reconciliation</p>	15%	<ul style="list-style-type: none"> • Ensure journals and master data are processed/maintained timeously and accurately. • Perform bank GL clearing regularly to ensure bank transfers are posted to the correct accounts. • Perform GL splits per employee to enable the clearing of GLs. • Creating Customer Accounts for Benefits team. • Liaise with Wellness Officer regarding disability customer accounts and ensure reconciliation is taking place. • Full accountability for ensuring that GLs, Vendors and customer accounts are cleared before financial year end. • Liaise with HR Admin and Benefits teams to obtain the necessary details to transfer funds back to fund holders where applicable. • Create manual journals for ad hoc requests as well as Student Fees and Staff Housing. • Check the monthly medical aid, medical insurance, UCTRF and GLA vouchers to ensure reconciliation is taking place and ensure splits within the vendors are correct and any overpayments are recouped from staff members in the following month. • Provide monthly reports to the Benefits team and monitor relevant vendor and general ledger accounts, assisting with transferring, splitting amounts and manual journals where needed. • Balance GL9260 (advances) monthly using Bank Transfer downloads and provide the reconciliation to the Business Risk and Payroll Manager for clearing. 	<ul style="list-style-type: none"> • Master data is maintained consistently, timeously and accurately. • Financial transactions are processed timeously and accurately. • General Ledger accounts, Customer accounts and Vendor Accounts are monitored and maintained to enable posting to the Trial Balance before financial year end.
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5	<p>SARS processes</p>	15%	<ul style="list-style-type: none"> Download the 3rd party appointments (AA88) from e@syFile and prepare file for upload of deductions Address any queries related to AA88 process and deductions. Prepare post payroll AA88 file and upload into e@syFile. Update e@asyFile with employment status as well as payments made to SARS for active employees. Ensure payment is made timeously for AA88 deductions and refunds due to staff members are processed by HR Admin Upload test and live IRP5 files onto e@syFile ensuring that all details are correct. Advise the HR Admin team monthly of any SARS errors, what the error means and how to correct it. Highlight the importance of accurate capturing. Balance the IRP5s monthly, upload the EMP201 into the SARS website and make payment by the 7th of every month. Prepare the EMP501 reconciliation bi-annually for submission by the Business Risk and Payroll Manager. Process any charges or cancellations of IRP5s as and when required. Conduct Verification audits as and when required by SARS Assist with any tax related queries including ad hoc IRP5 requests and manual tax calculations. Apply for tax directives. Create ITReg Bulk File for HR Assistants to obtain tax reference numbers. Train any new staff on the functionality. Ensure UIF download is sent to the Department of Labour timeously. 	<ul style="list-style-type: none"> Valid AA88 deductions are processed as per SARS legislation. Payment to SARS is done and file is uploaded. Employment status is updated for terminated employees on E@syFile. Successful balancing of tax payments and IRP5s submitted to SARS. No penalties or interest for late payments or admin penalties.
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6	Stakeholder relations management and partnerships	5%	<ul style="list-style-type: none"> Maintain close working relationships with the broader HR team to achieve the common goal. Provide a professional telephone and email communication service to all stakeholders. Create and maintain partnerships with key-stakeholders eg. Finance department and ICTS and provide professional advisory services as necessary. Develop and maintain effective and professional relationships and partnerships with external stakeholders such as SARS and External auditors. 	<ul style="list-style-type: none"> Positive feedback is received from clients. Prompt responses to requests. Collaboration with internal clients. Compliance with departmental and university policies, protocols and procedures
7	Project Management and SAP Testing	5%	<ul style="list-style-type: none"> Perform any other ad hoc tasks, projects or functions that may be required as instructed by the Business Risk and Payroll Manager. Test all system changes when: <ul style="list-style-type: none"> Support packages are implemented. Systems team implements new functionality or legislative requirements. Any other projects. 	<ul style="list-style-type: none"> Project timelines are adhered to. Customer satisfaction is achieved.

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> An NQF 6 level qualification in a relevant field of studies e.g. National Diploma preferable in Accounting or Finance. 			
Minimum experience (type and years)	<ul style="list-style-type: none"> At least 5 years' recent and relevant Payroll experience within a similar role at the level sought for this post, with exposure to an HR Department. SAP HR and Finance knowledge and experience Exposure and understanding of SARS legislation and processes and legislation relevant to Payroll (eg. BCEA, LRA, Tax Administration Act). 			
Skills	<ul style="list-style-type: none"> Proven computer literacy in the use of MS Office and intermediate level Excel skills. Strong numerical and analytical skills. Ability to multi-task, prioritise work appropriately, work under pressure and to work independently and accurately with minimal supervision. Attention to detail and an uncompromising attitude to meeting deadlines without sacrificing quality. Excellent verbal and written communication skills coupled with sound interpersonal skills. An ability to interact successfully with individuals across various levels, within and external to the organisation. A commitment to the provision of excellent client service in a cross-cultural environment. 			
Knowledge	<ul style="list-style-type: none"> In-depth knowledge of HR and Finance processes and policies in order to ensure consistent and correct application of these. Basic accounting principles. Knowledge of relevant legislative requirements e.g. SARS, UIF. 			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	<ul style="list-style-type: none"> Commitment towards maintaining confidentiality as required by this position. Be professional and deliver high quality work. Be a team player. Possess a high level of honesty and integrity in dealing with finances. 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking/Problem solving	2	Planning and organizing/work management	2
	Building interpersonal relationships	2	Teamwork/collaboration	2
	Client service and support	2	Follow up/results focused	2
	Communication (Verbal, written, reporting)	2	Continuous learning	2
	Information monitoring and management	2	University Awareness	2

SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> As specified in the position description under key performance areas.
Amount and kind of supervision received	<ul style="list-style-type: none"> Minimal as this is a senior level post and the incumbent is expected to operate independently and with minimal supervision.
Amount and kind of supervision exercised	<ul style="list-style-type: none"> Limited to own post and how to carry out functions.
Decisions which can be made	<ul style="list-style-type: none"> Limited to own job after having consulted with and having sought approval from the HR Management and line manager.
Decisions which must be referred	<ul style="list-style-type: none"> Any escalated queries which cannot be resolved, and which requires management's approval. Risk / mitigation exposure and potential related risks.

CONTACTS AND RELATIONSHIPS

Internal to UCT	<ul style="list-style-type: none"> HR Admin team, HR Systems, ICTS, Training, HRPs, Finance Department, Treasury Office, Clients, Internal Auditors and other relevant internal stakeholders.
External to UCT	<ul style="list-style-type: none"> Ex-employees, SARS, External Auditors and other relevant external stakeholders.

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Direct Line Manager/Supervisor	Zoe Cosmopoulos	<i>Zoe Cosmopoulos</i>	021 650 4308	16/09/2024
Area Line Manager				
HOD				
Dean / ED	Naeema Brey	<i>NBrey</i>	021 6504224	18/09/2024
HR Business Partner	Gay Tyler			