JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Payroll Technician III

Job Code: 10156

Salary Grade: 19

FLSA Status: Non-Exempt

Job Family: Finance

Job Subfamily: Payroll

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Performs payroll support activities requiring working knowledge of payroll processes and procedures. Reviews and validates payroll information, resolves routine issues, and maintains payroll records to support accurate and timely payroll operations.

Job Responsibilities

1. Reviews payroll transactions and supporting documentation for accuracy, completeness, and compliance with established procedures.
2. Enters, updates, and validates payroll data, resolving routine discrepancies and escalating complex issues as appropriate.
3. Maintains payroll records and documentation to support operational, reporting, and audit requirements.
4. Assists with payroll reconciliations by identifying variances and preparing corrections for review.
5. Monitors assigned payroll activities and deadlines to help ensure timely and accurate processing.
6. Responds to employee and departmental inquiries regarding payroll processes, status, and routine issues.
7. Generates standard payroll reports and provides information to support payroll review and analysis.
8. Supports process improvement efforts by identifying recurring issues and recommending procedural enhancements.

Minimum Requirements

Required Education & Experience:

- Education: High School or GED
- Experience: 5 years

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Demonstrates proficient working knowledge of routine work processes and tools, and intermediate knowledge of concepts, practices, and procedures.
- Communication & Collaboration: Explains practices, procedures and policies to reach agreement with others outside of the work area.
- Problem Solving: Anticipates, recognizes, and solves routine issues that occur within the team, department or customers without supervisory approval.
- Autonomy: Has responsibility for making minor changes in activities and processes to solve problems or improve effectiveness of area.
- Leadership: May act as lead position within job function and title grouping, providing operational guidance to team members with same or similar work.

Working Conditions

- Standard office environment.
- Prolonged periods of sitting and working at a computer.
- Frequent use of a keyboard and repetitive motion.
- Occasional lifting of up to 25 pounds.
- May experience periods of elevated workload and competing deadlines.

Printed Date: 11/18/2026