



## Human Resources Assistant

**DEPT./LOCATION:**

**REPORTS TO:**

**CLASSIFICATION:** Non-Exempt

### **Position Summary:**

The Human Resources Assistant will support a wide range of Human Resources initiatives and processes in the areas of time and labor and policy administration. This position is responsible for providing accurate, timely, confidential and courteous services to employees.

### **Duties and Responsibilities:**

1. Responsible for overseeing and documenting employee access to systems throughout the employment cycle.
2. Responsible for administering the Paylocity time and labor system, as well as keeping employee profiles up to date.
3. Intake Community Involvement time for tracking and submission to the time and labor system, notifying employees when they have maxed out on their allotted time for the calendar year.
4. Assist supervisors and employees with time clock questions and troubleshooting, creating training tools as needed.
5. Administers Family and Medical Leave Act paperwork and tracks time to complete necessary documentation and communication.
6. Distributes employee birthday and support cards, coordinating applicable donations as needed.
7. Backup the processing of payroll when the Payroll and Benefits Specialist is out of the office.
8. Assist with the creation of orientation materials and new hire paperwork; benefits overviews.
9. Responsible for assisting with the creation of payroll policies and procedures; keeping them up to date with any internal or external changes in order to maintain compliant with all applicable state and federal requirements.
10. Assist with maintaining employee personnel files.
11. Maintains strict confidentiality of all company records and employee information.
12. Keep up to date on policies and procedures, including the timely completion of all required and assigned training.
13. Maintain appearance of workspace.
14. Assist with other duties as assigned.



**Desired Knowledge, Skills and Abilities:**

1. Basic knowledge of payroll, benefits and applicable programs (FMLA, ADA, etc.)
2. Proficiency in the use of Microsoft Office applications and computer skills.
3. Experience with Paylocity preferred.
4. Ability to provide attention to detail and to meet deadlines with a high degree of accuracy and timeliness.
5. Ability to work effectively in a customer service environment requiring written, face-to-face and phone-based support.
6. Excellent organizational and planning skills.
7. Skills in building strong working relationships with coworkers, community representatives, vendors and internal customers.

**Position Requirements:**

1. High School diploma or GED
2. Associate or Bachelor's degree in Human Resources, Business or a related field preferred
3. Minimum of two years of experience working in a Human Resources function

**Work Environment/Physical Demands:**

Work is performed largely in an office environment, during normal business hours. Deadline pressure is an integral part of the job. Regular mental and visual concentration for computer usage and reading complex and technical compliance information is required. Position will alternate between walking, sitting, standing, stooping, bending, and occasional lifting up to 50 pounds of office supplies and/or documents throughout work shift.

**Acknowledgement:**

I understand that this job description describes the general nature and level of work performed by associates assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job, and does not create an employment contract. I also understand that I may be required to perform other job-related duties as requested by Management. All requirements are subject to change over time, within Management's sole discretion, and to possible modification to reasonably accommodate individuals with a disability.

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Print Name

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Signature

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Date