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what does a payroll technician do glassdoor

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a payroll specialist uses accounting software to track employee salaries work hours time off and other information their most common daily tasks include entering data for payroll transactions processing employee information for new hires and changes and managing the overall payroll workflow

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what is a payroll technician and how to become one by zippia teamupdated april 25 2024 6 min read a payroll technician is a professional who handles the payroll system in an organization they process employee payments maintain accurate records and ensure compliance with laws and regulations

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a payroll technician captures data prepares payroll runs fixes payroll mistakes and reports on each payroll run to payroll management the role s responsibilities include collating and inputting work records and timesheets preparing payroll data

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we have included payroll technician job description templates that you can modify and use sample responsibilities for this position include in depth knowledge of payroll tax reporting and requirements and state and federal payroll regulations

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a payroll technician provides administrative support to the human resources hr manager in charge of payment as a payroll technician your responsibilities include processing time cards to ensure that employees receive the correct wage and performing clerical tasks such as paperwork documentation and filing

what does a payroll technician do zippia

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payroll technicians process payroll for a large number of employees often over 1 500 they conduct a

variety of responsibilities such as assuring entries preparing and distributing paychecks direct deposits and other payments they also ensure payroll entries and reports are properly documented

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47 jobs payroll technician confidential state center community college district fresno ca 93721 central area 64 613 79 466 a year full time 2 overtime assists district payroll staff in performing payroll support duties prepares the payroll file for adjunct faculty and all classes categorized as overload for posted 17 days ago

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top 15 payroll technician skills definition and examples

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1 payroll the first skill on our list is of course payroll as a payroll technician you need to have a deep understanding of the payroll process this includes calculating employee wages withholding taxes and deductions accurately and ensuring compliance with relevant laws and regulations

top 12 payroll technician skills to put on your resume

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kronos workforce ceridian dayforce oracle peoplesoft gusto payroll xero multi state payroll payroll compliance 1 quickbooks is an accounting software that includes payroll processing features allowing payroll technicians to manage employee payments tax filings and other payroll related tasks efficiently why it s important

how to become a certified payroll professional in 6 steps

Apr 16 2023

a certified payroll professional is a financial specialist who passes the cpp exam administered by the american payroll association apa after completing the exam a certified payroll professional can receive accreditation and adhere to high quality standards for conducting payroll processes

payroll technician salary in the united state salary com

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the salary range for a payroll technician job is from 46 285 to 59 480 per year in the united states click on the filter to check out payroll technician job salaries by hourly weekly biweekly semimonthly monthly and yearly filter per year select state select city average base salary updated at february 26 2024 52 858 per year

15 payroll technician skills for your resume zippia

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updated february 16 2024 6 min read payroll technicians need a variety of hard skills to be successful according to the skills data payroll technicians most frequently use payroll systems human resources data entry life insurance and kronos

20 payroll technician interview questions and answers

Jan 13 2023

published mar 7 2023 congratulations you ve been called in for a payroll technician interview this is an important step on the path to becoming a payroll pro and it s one you want to get right so how can you prepare knowing what kinds of questions will be asked during your payroll technician interview is key

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9 paycor paycor is designed for small to mid size businesses offering a payroll solution designed specifically for businesses paying 10 employees or less paycor offers a long list of payroll

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