

IOWA STATE UNIVERSITY FOUNDATION

HRIS & Payroll Administrator

Join the Iowa State University Foundation in its charge to advance Iowa State University through philanthropy, helping thousands reach new levels of greatness. The Iowa State University Foundation is seeking outgoing, enthusiastic, goal-oriented individuals to join our human resources team.

Your Next Career Move...

As HRIS and payroll administrator, you will provide functional support and guidance in the utilization of all HRIS system modules, oversee management of the HRIS database, creation of reports and dashboards to inform decision making and improve HR processes. Additionally, this position is responsible for administering payroll and managing the storage and retention of employee records. The ISU Foundation utilizes UKG for HRIS and payroll.

Core Responsibilities include but are not limited to:

- Oversee and maintain optimal function of the HRIS; payroll updates, onboarding, processing hires, performance reviews, goal planning, open enrollment, document management, etc.
- Develop and maintain a working relationship with UKG partners to troubleshoot, enhance service, and resolve system issues.
- Develop and deliver training, user procedures, guidelines, and documentation for end-users on functionalities and updates.
- Utilize the HRIS to create a quarterly HR dashboard and provide analysis as directed. Identify the best practices and trends in HR reporting and data analysis and provide recommendations to the team on incorporating into our work.
- Write, maintain, and support a variety of reports, queries, or automated interfaces using appropriate reporting tools within UKG. Serve as the liaison for report and data requests from executives and managers.
- Coordinate the processing of three payrolls per month in accordance with foundation policies and legal requirements. Ensure accurate calculation of wages, deductions, benefits, and taxes.
- Conduct E-Verify for all new hires and understand taxation based on visa status. Be aware of multi-state taxation laws and regulations.

Qualifications

Education & Work Experience

- Associate or bachelor's degree highly preferred. PHR or SHRM-CP certification preferred.
- 3+ years of professional experience involving managing an HRIS or HCM system. Additional years of experience in payroll administration is preferred.

Desired Skills & Experience

- Experience with other human resources activities is a plus.

- Strong analytical and critical thinking skills and attention to detail.
- Ability to communicate effectively with staff, students, and vendors, etc.
- Must be proficient in the Microsoft Office suite of applications and possess the ability to learn in-house computer systems.
- Strong organizational skills, ability to make decisions, and ability to work effectively as a member of a team.
- Must be adaptable, flexible, and self-directed.
- Must be highly responsive to business needs.
- Must adhere to strict confidentiality standards.
- Creativity, patience, a sense of humor and a belief in our organizational mission of: *Aligning donor passion and generosity to advance Iowa State University's land grant ideals*

Travel: None

FLSA Status: Exempt

Location: Ames, IA; potentially hybrid

For additional information, visit the following pages:

- [Iowa State University Foundation](#)
- [Benefits Package Information](#)
- [Iowa State University](#)