



Payroll Analyst/HR Coordinator

Summary of Position

The Payroll Analyst/HR Coordinator prepares and processes payroll for Newsday and will perform a variety of administrative, project-management, technical and/or clerical duties to support Company and department goals. Position is the first point of contact for payroll and employee inquiries. This position reports to the Sr Payroll Analyst.

Essential Duties & Functions

- Input and maintain payroll related employee information in HRIS/payroll system - including EIBs, local tax coding, withholding changes, direct deposits, processing of court ordered garnishments, paid time off, benefit and leave accruals, calculating retroactive pay adjustments, manual checks and issuing stop payments and direct deposit reversals.
- Research and respond to manager/employee inquiries with questions/issues regarding payroll and HR related matters.
- Reviews and analyzes payroll import reports for accuracy. Resolve/report all discrepancies of data received with HR, Benefits or the 3rd party administrator.
- Process disability and Worker's Compensation payments.
- Reconcile taxes for payroll reversals.
- Ensure that all timecards have been submitted and approved before signing off and locking the payroll to adjustments. Follow-up with timekeepers on discrepancies or late submissions.
- Run weekly and ad-hoc reports in time & attendance system to analyze pay abnormalities that will affect employee's paychecks. Follow up with managers/HR as necessary to correct data.
- Prepare tax transfers in payroll software for employees whose work/home location changes to another state or local tax jurisdiction. Must follow tax regulations based on the particular state or local tax authority.
- Respond to employees and managers regarding questions that relate to pay practices, clarification of company policies as well as other payroll related benefit questions. Ensures that company policies and practices as related to payroll are being followed by employees and managers.
- Process quarterly and year end payroll and file W-2s.
- Provides administrative support to HR team and assists with coordinating and participating in HR events, projects, initiatives and assisting with recruitment and unemployment claims.

Essential Job Knowledge & Skills

- Associates degree required
- A minimum of three (3) years payroll processing experience required. Workday proficiency strongly preferred. Proficient in Excel and Word.
- A minimum of 2+ years of HR administrative experience required.
- General knowledge of payroll tax and regulations required.
- Excellent verbal and written communication skills required.
- Must possess keen analytical and organizational skills and have attention to detail



- Self-motivated individual with the ability to manage time and multiple projects simultaneously while meeting aggressive deadlines.
- Must possess strong service orientation and interpersonal skills, and ability/willingness to respond to, research and resolve employee inquiries.
- Ability to work individually on assignments, and as part of a team.
- Must maintain a high degree of confidentiality and professionalism.
- Must be willing to work flexible and varied hours including evenings, weekends, holidays and overtime as necessary to support business needs.

Physical Requirements

- The Company requires that the successful candidate hired for this position be fully-vaccinated for COVID-19, absent being granted an accommodation due to medical, pregnancy, or sincerely held religious belief or other legally required exemption. If you are selected for this position, you will be asked if you are able to meet the requirement.

Newsday Media Group is an equal opportunity employer. In addition, Newsday Media Group provides a reasonable accommodation for applicants/incumbents with disabilities. Please advise Human Resources if you require a reasonable accommodation.

Applications may be submitted at:

https://newsday.wd1.myworkdayjobs.com/Newsday/job/Melville-NY---Corporate-Center-Drive/Analyst-Payroll-HR-Coordinator_R915