HRIS Transaction Specialist

As an **HRIS Transaction Specialist**, this position will work as part of the HRIS team providing specialized support in the completion of all HRIS transactions. The overall goal is to provide accurate data in a timely manner while safeguarding sensitive and confidential information.

Duties of an HRIS Transaction Specialist may include the following but are not limited to:

Transactions -

• Researching what steps to take to process the appropriate transaction and entering appropriate transactions in PeopleSoft and NYSTEP
• Involves communication with departments to ensure all proper documentation is included
• Coordinates with Civil Service on backdated transactions providing proper documentation to ensure the transaction is entered in NYSTEP.
• Types of transactions include, but are not limited to, separations, FTE changes, supervisor changes, leaves, cancellation of appointments, and voluntary reductions in work schedule.
• Generates all associated correspondence and notifies employees and departments regarding transactions entered in various systems.

Compensation Focused Transactions -

• Jr. Comp Analyst sends compensation modification forms to HRIS Specialist for processing
• HRIS Specialist also reviews any compensation-related status change forms that are submitted by managers for accuracy
• Types of transactions include, but are not limited to, shift changes, equity adjustments, permanent increase of duties, unclassified appointments and promotions, on-call/recall, and FLSA changes.
• Responsible for reviewing historical data prior to salary adjustments for discrepancies
• Assists Classification & Compensation manager with all market review salary adjustments
• Generates all associated correspondence and notifies employees and departments via email of compensation changes.
• Promotional transactions
• Nursing Station Clerk Trainee Advancements
• Licensed Registered Pharmacy Tech- Certs
• TH Sterile Supply Tech Promos
• Corrective Transactions - HRIS handles corrective transactions for all HR departments and State Payroll and troubleshoots error messages for HR counterparts. Includes extension leave corrections, salary corrections, the effective date of hire, rehire, transfers,NYSTEP and pre-employment data.

Leave Transactions -

• Voluntary Reductions in Work Schedule - Receive all Approved VRWS applications from the Leaves team; Determine the appropriate end date of VRWS based on a payroll schedule and VRWS policy; Process VRWS in PS and NYSTEP, maintain and track the length of the agreement, and return employees to former schedule at end of the agreement; Notify payroll of all changes; Handle all correspondences with employee and dept.
• Probationary leaves to another agency - Receive Notice of employee going to another agency- usually in a resignation letter; Determine if the employee has backup rights; Determine if the agency is an NYS Agency- can pull a report from NYSTEP and/or confirm with Lisa Lombardo in Timekeeping if not clear. Process Probationary Leave in PS - ensure place backup on the line. Send correspondence to employees and departments. Track probation date given to the employee by the new agency in NYSTEP. Process Resignation to another agency at end of probation.
• Exit Survey
• Prep weekly delivered query for upload into Allegiance
• Set up fatigue rules upon upload
• Set delivery and reminder emails
• Assist KG with reports when needed
• NDNQI - Process Quarterly NDNQI report from Sharepoint for Andrea Kabacinski & Maureen Cole
• Status Change Form and SharePoint - Assist HRIS manager to convert all Status Change Form transactions to PeopleSoft 9.2 Manager Self Service
• PeopleSoft access - Provide appropriate access to PeopleSoft for AD's, Department Heads, Managers, etc.
• Discrepancy Report Review - Discrepancies reported between PayServe and NYSTEP must be reviewed on a monthly basis. Any corrective action required must be completed by the appropriate parties with updates provided on the discrepancy report.
• Mass mail merges - emails and hardcopy mailings
• Assist HRIS manager with the move from PS to Oracle HCM
• Internal Control Program - update yearly

Qualifications

Required Qualifications:

- Bachelor's Degree and 3 years of administrative experience

- Intermediate knowledge of MS Excel, MS Word, HRMS

- A strong attention to detail.

- Ability to work with confidential data.

- Ability to work in a fast complex environment.

- Consistently deliver a high level of customer service

- Ability to work independently

Preferred Qualifications:

- Masters Degree

- Peoplesoft, SharePoint, NYSTEP

- Adobe editor

- Electronic Document Management System

Special Notes: Resume/CV and cover letter should be included with the online application.

In accordance with the New York State Department of Health (DOH) regulation that all hospitals and nursing homes "continuously require all personnel to be fully vaccinated against COVID-19," Candidates who are not already partially vaccinated must obtain the first dose of the vaccine within three (3) calendar days of acceptance of conditional job offer and must obtain any subsequent doses in accordance with the vaccine protocol, including booster vaccines. Candidates who are partially vaccinated, but not yet fully vaccinated, must complete their vaccination series within three (3) calendar days of job offer or in accordance with vaccine manufacture protocol, whichever comes later.

The regulation also includes those who may be affiliated with or interact with employees of a hospital or nursing home. The regulation allows for limited exemptions with reasonable accommodations, consistent with applicable law.

Posting Overview: This position will remain posted until filled or for a maximum of 90 days. An initial review of all applicants will occur two weeks from the posting date. Candidates are advised on the application that for full consideration, applications must be received before the initial review date (which is within two weeks of the posting date).

If within the initial review no candidate was selected to fill the position posted, additional applications will be considered for the posted position; however, the posting will close once a finalist is identified, and at minimal, two weeks after the initial posting date. Please note, that if no candidate were identified and hired within 90 days from initial posting, the posting would close for review, and possibly reposted at a later date.

_____
_____

• Stony Brook Medicine is a smoke free environment. Smoking is strictly prohibited anywhere on campus, including parking lots and outdoor areas on the premises.
• All Hospital positions maybe subject to changes in pass days and shifts as necessary.
• This position may require the wearing of respiratory protection, which may prohibit the wearing of facial hair.
• This function/position maybe designated as "essential." This means that when the Hospital is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at Stony Brook Medicine, Stony Brook University Hospital and related facilities.

Prior to start date, the selected candidate must meet the following requirements:

• Successfully complete pre-employment physical examination and obtain medical clearance from Stony Brook Medicine's Employee Health Services*
• Complete electronic reference check with a minimum of three (3) professional references.
• Successfully complete a 5 panel drug screen*
• Successfully complete a Background Check investigation.
• Provide a copy of any required New York State license(s)/certificate(s).

Failure to comply with any of the above requirements could result in a delayed start date and/or revocation of the employment offer.

*The hiring department will be responsible for any fee incurred for examination.

Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

If you need a disability-related accommodation, please call the University Office of Equity and Access .

In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed https://www.stonybrook.edu/police/.

Visit our https://www.stonybrook.edu/commcms/jobs/working-here/index.php page to learn about the total rewards we offer.

Job Number: 2201794
Official Job Title: TH Instructional Support Associate
Job Field: Human Resources

Primary Location: US-NY-East Setauket
Department/Hiring Area: HR - Human Resources
Schedule: Full-time Shift :Day Shift Shift Hours: 8:00 AM - 4:30 PM Pass Days: Sat,
Sun
Posting Start Date: May 11, 2022
Posting End Date: Aug 9, 2022, 8:59:00 PM
Salary: Commensurate with experience
Salary Grade:SL2

To apply, visit https://apptrkr.com/3070882