



## MANAGER OF TIME AND LABOR ADMINISTRATION

FC: FC205  
PC: 890  
PB: H  
(AFSCME)  
FLSA: Exempt

BU: 31

Revised: June 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Administers and directs the District's Time and Labor function; serves as the District's primary contact for communication, operation and support of the PeopleSoft Time and Labor system for time approvers, employees, management, and the information Technology Department; maintain the integrity of the various time and labor systems and all of their processes; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This single incumbent position is the District liaison and subject matter expert for the PeopleSoft Time and Labor system, with responsibility for overseeing and maintaining the Time and Labor setup tables; running time administration processes and reports; responding to employee inquiries relating to timekeeping, payroll and HRIS issues; monitoring manager/timekeeper compliance by performing periodic system and time audits; providing assistance to the field personnel; and assuring timely and accurate data entry of individual employee profiles and time approval groups.

### **REPORTS TO:**

This position reports to the Assistant Controller or his/her designee.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Directs a variety of managerial support activities related to Time and Labor processes, including scheduling and monitoring the Time and Labor Administration process; creating and running ad hoc queries; running Time Administration and Time and Labor reports; researching and preparing special adjustments; resolving cross-functional exceptions errors associated with the Time Administration process within the PeopleSoft Human Capital Management (HCM) System.
2. Manages a variety of Time and Labor troubleshooting and support activities, including resolving configuration-related time exceptions; coordinating resolution of audit discrepancies and resolving discrepancies to ensure timeliness of payroll process; supporting foreworkers, supervisors, and managers in troubleshooting process issues.
3. Manages a variety of Time and Labor system set-up, configuration and

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maintenance activities; responsible for scheduling, planning and coordinating annual and fiscal year Time and Labor processes.

4. Works with Payroll staff on payable time load and last-minute updates and audit discrepancy resolution; coordinates the Time and Labor system integration points such as commitment accounting, work orders, project costing, and general ledger/budgeting.
5. Manages a variety of special projects and assignments related to the Time and Labor aspects of development and maintenance; ensuring that necessary Time and Labor patches, fixes, and upgrades are applied; makes recommendations to management on solving BART business problems using Time and Labor applications; and ensuring proper integration of Time and Labor with other business applications.
6. Represents Time and Labor Administration Division at various meetings with other departments, divisions, outside agencies and contractors; and communicates information and activities with others as appropriate.
7. Directs and supports the Time and Labor Administration Division; ensures that the goals and objectives of the division are met; defines and maintains division work schedules; and ensures overall division competency and staffing levels.
8. As a member of the Business Advancement Plan (BAP) System Maintenance and Enhancement Coordination Group participates in Group activities relating to system enhancements; and ensures Time and Labor system integration with other HCM, and related operational systems.
9. Processes changes or additions to Time and Labor Work Rules, including processing Development Requests (DR) to design specifications for development work; review and monitor new work rules on a daily basis.

## **QUALIFICATIONS**

### **Knowledge of:**

- Enterprises Resource Planning (ERP) systems, including PeopleSoft Human Capital Management system with an emphasis on PeopleSoft Time & Labor.
- Applicable accounting, payroll, budgeting, and financial management practices.
- PeopleSoft security related to Time and Labor.
- Methods and techniques for research and data collection.
- Methods and techniques of basic report writing.
- Principles and practices of system development.
- Principles and practices of program implementation.
- Latest technology related to office procedures, methods and equipment including computers.
- Compensation plans, scheduling assignments and processes, time reporting practices.
- Related Federal, State and local laws, codes and regulations.

### **Skill in:**

- Selecting, supervising, training and evaluating staff.

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- Establishing, implementing, and managing procedures for organizational budget and project control.
- Overseeing Enterprises Resource Planning (ERP) systems, including PeopleSoft Human Capital Management system.
- Administering automatic timekeeping systems.
- Preparing clear and concise reports and documentation.
- Performing analysis related to researching and resolving issues.
- Multi-tasking in a fast-paced environment.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Working with contract labor agreement language, project costing, team setup and maintenance.
- Communicating clearly and concisely, both orally and in writing.
- Prioritizing and organizing work.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

A Bachelor's degree in business administration, accounting, finance, public administration, or a closely related field from an accredited college or university.

#### **Experience:**

Four (4) years of (full-time equivalent) verifiable professional level experience in administrative, which must have included hands-on working experience with PeopleSoft HCM system and at least one (1) year of supervisory experience. Certified PeopleSoft Time and Labor Training preferred.

#### **Other Requirements:**

Certified PeopleSoft Human Capital Management (HCM) Training including PS Time and Labor Class, FIN/Project Setup and Costing, PS Payroll, PS Absence Management, PS Query Entry Level, and PS Query Advances.

#### **Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

### **WORKING CONDITIONS:**

#### **Environmental Conditions:**

Office environment; exposure to electronic equipment.

#### **Physical Conditions:**

Requires maintaining physical condition necessary for sitting for prolonged periods of time.

EEOC: 02

Safety Sensitive Designation: No

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