

Time and Labor Associate - Kronos

Position Summary

The Time and Labor Associate is a vital role designed to provide leading payroll time and labor data including Kronos reporting and analytics for all of Payroll Services operations in support the University of Virginia and Health System. This position assists with timekeeper training and security administration within Kronos. The Time and Labor Associate also assists with current time edits and prior period time adjustments in Kronos as well as retroactive leave adjustments. The Time and Labor Associate identifies and recommends system solutions or improved processes that will increase efficiency and overall productivity, recommends potential solutions that provide the most effective results, and recommends changes in procedures in the spirit of continuous improvement. The incumbent will report to the Manager, Time, Reporting and Analytics and will not have any direct reports.

Responsibilities and Duties

- Edit bi-weekly time in Kronos, as required
- Audit leave and time off entries in Kronos in collaboration with HR
- Process leave adjustments in Kronos
- Assist with Kronos user-based training
- Create appropriate security access for timekeepers within the Medical Center
- Produce ad-hoc reports as requested
- Interface with HR representatives across the organization to provide necessary payroll and time analytics
- Collaborate with business analysts and end-users to ensure that application functionality meets client needs
- Determine reporting gaps between business needs and current offerings and work with the team to create efficient and effective long-term solutions

Functional Area Outcomes

- Provide accurate payroll data
- Deliver exceptional customer experience resulting in high customer satisfaction
- Manage responsive, accurate, and timely resolution for common payroll inquiries
- Ensure secure handling of confidential information

Knowledge, Skills and Abilities

- Experience defining analytics approach, retrieving and manipulating data needed to perform analysis
- Knowledge of Workday, Kronos, or other HR, Time Tracking, and Payroll systems
- Excellent functional and analytical skills and ability to plan effectively and maximize results to meet both short and long range goals and objectives
- Apply sound judgment and discretion with sensitive information
- Possess a positive, team-oriented approach to service delivery

Required and Preferred Qualifications

Required Experience: 1-2 years of relevant experience

Preferred Experience:

- Experience with Workday Payroll / Absence Management/ Time Tracking, Kronos, or a similar HRIS SaaS system
- Demonstrated strong attention to detail, analytical acumen, intellectual curiosity, creativity, a proven work ethic, and good communication skills

Required Education: Bachelor's degree

Required Computer Applications: Microsoft Office

Preferred Computer Applications: Workday, Kronos, and/or other SaaS-based HRIS software

PAYROLL MARKET RANGE

Minimum: \$36,150

Midpoint: \$46,987

Maximum: \$57,845