

Time and Labor Specialist – Kronos

Position Summary

The Time and Labor Specialist is a vital role designed to provide leading payroll related time and labor data including Kronos reporting and analytics data for all of Payroll Services Operations in support of the University of Virginia and Health System. This position is responsible for assisting with all strategic initiatives across the Time, Reporting and Analytics team. The Time and Labor Specialist is responsible for final time approvals in Kronos, user-based training in Kronos and retroactive time adjustments within Kronos. The Time and Labor Specialist identifies and recommends system solutions or improved processes to increase efficiency and overall productivity. In addition, the Time and Labor Specialist recommends potential solutions that provide the most effective results to support changes in procedures. 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
- Approve final Kronos hours
- Collaborate with Kronos support team for new configuration and repair of existing clocks
- Responsible for Kronos user-based training
- Audit time clock entries for GL reconciliation
- Manage retroactive time clock entries
- Produce ad-hoc reports as requested
- Respond to Help Desk inquiries for Kronos related questions
- Responsible for troubleshooting, testing solutions, and implementing enhancements for Kronos
- Collaborate with HR representatives across the organization to provide necessary payroll and time analytics data
- 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: 3 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: \$44,138

Midpoint: \$57,366

Maximum: \$70,616