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**Job Title:** Programmer Analyst – HR/Payroll

**Reports To:** Financial Reporting Systems Mgr.

**Supervises:** No Supervisory Responsibility

**Location**:Bethlehem, PA  (will consider candidates who need relocation)

 

**Job Summary**

A Multi National Corporation that is both a technology and market leader is looking for a Programmer Analyst – HR/Payroll

**Primary Duties and Responsibilities**

*Kronos Timekeeping System*

1. Monitor and maintain all installed Kronos time clocks and ensure they are communicating with the central Kronos database.
2. Assist IT client services in debugging and fixing problems with Kronos users’ pc clients.
3. Ensure that all Kronos servers/databases are working correctly.
4. Assist Payroll Supervisor in maintaining and creating pay rules as needed.
5. Modify/create Kronos reports as formally requested by Payroll Supervisor.
6. Maintain Kronos timesheet feed into PeopleSoft payroll pay sheets.
7. Install software patches and upgrades as needed.
8. Primary contact in working with Kronos customer service helpline in resolving problems.

*PeopleSoft HR/Payroll System*

1. Assist IT client services in debugging and fixing problems with PeopleSoft HR users pc clients.
2. Ensure that all PeopleSoft HR servers/databases are working correctly.
3. Maintain/create modifications to PeopleSoft HR/Payroll system as formally requested by Payroll
4. Supervisor to include SQR reports, COBOL programs, and People Tools objects.
5. Assist users in creating query reports.
6. Install tax updates, software patches, and upgrades as needed.
7. Primary contact in working with PeopleSoft customer service helpline in resolving problems.
8. Maintain/create all user file interfaces between PS HR/Payroll and outside vendors.
9. Generate the monthly payroll general ledger entries file to be loaded into Oracle financials
10. Respond to inquiries by finance staff regarding details on monthly general ledger entries and other ad  hoc inquiries by finance staff.
11. Responsible for eComp maintenance

**Other Duties & Responsibilities**

1. Working directly with payroll staff in generating the payroll performing such duties as loading excel timecard data into PeopleSoft payroll pay sheets, reconciling Kronos hours with PeopleSoft payroll hours for several sites, generating and printing paychecks and advice stubs, generating and distributing payroll interface files.
2. Troubleshooting errors in performing payroll processing to ensure that payroll is done on time.

*OE/Lean*

1. Actively participates in the implementation of sustainable improvement processes, such as 5S, Kaizen, Total Productive Maintenance (TPM), Daily Management Control, Standard Work and Problem Solving.

**Qualifications/Requirements**

*Education:* Bachelor of Science in Computer Science or related field

*Knowledge, Skills & Abilities:* Minimum 3 years with People Tools in a business environment supporting PeopleSoft Payroll North America, PeopleSoft Global Payroll, PeopleSoft HR, Oracle E-Business Suites, and associated business processes SQL, Microsoft Access, Oracle and Web enabling and object oriented technologies. Employee must have the ability to express complex technical concepts effectively, both verbally and in writing and to work well with people from many different disciplines with varying degrees of technical experience.

*Travel*: Travel may occur domestically and internationally as required

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