

DEPARTMENT OF LABOR  
JOB OPPORTUNITY  
PAYROLL CLERK (CL16)  
BUSINESS MANGEMENT – PAYROLL UNIT

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Individuals on a current examination list.

**Location:** 200 Folly Brook Boulevard, Wethersfield

**Job Posting No:** 625

**Hours:** Full time

**Salary:** \$44,038 - \$57,588\*

**Closing Date:** March 7,2014

**Eligibility Requirement:** Candidates who are applying to be considered must be on a current examination list administered by the Department of Administrative Services or be a current state of Connecticut employee holding the title of Payroll Clerk who is interested in transferring.

**Duties:** Prepares biweekly regular, overtime, and supplemental payrolls: reviews employee time cards and/or timesheets for accuracy and completeness and posts hours worked to master payroll cards; reviews personnel and/or payroll change notices and posts changes and/or adjustments to master files, e.g. new hires, transfers, reclassifications, terminations, retirements, overpayments and/or underpayments, wage increases, deduction changes (health insurance, union dues and/or fees, credit union payments, charitable contributions, bond or sheltered tax annuity payments, group life insurance payments, etc.); calculates gross wages; notes deductions on worksheets and deduction summary sheets; prepares and balances prelists for Central Payroll (Office of State Comptroller), noting both salary and deduction data OR codes standard payroll action forms in conjunction with computerized payroll system; prepares and totals various deduction worksheets, e.g. Credit Union, Medical and/or Insurance Providers, etc.; prepares and submits summary sheets and transmittal certificates OR detailed analysis of expenditure reports and expenditure certificates to Central Payroll; verifies check register and printouts from Central Payroll against worksheets and records; performs various clerical accounting functions such as calculating balances and posting charges to expenditure accounts; prepares supplemental payrolls such as longevity payments, vacation pay, promotional adjustments, etc.; calculates and processes retroactive payments, collective bargaining increases and annual increments; performs various clerical accounting functions such as calculating balances and posting charges to expenditure accounts; verifies provider checks issued by Office of State Comptroller against own records; verifies providers' bills in same manner; keeps abreast of collective bargaining contract requirements and restrictions as related to payroll (dates for salary increases; overtime, shift differential and holiday pay restrictions, etc.); responds to employee inquiries regarding paychecks and payroll practices and procedures; maintains various records and files for payroll data and forms; may calculate workers compensation and/or retirement payments; may calculate and monitor payroll deductions for court ordered wage executions (garnishments); may consult division or facility supervisors regarding employee time recorded; performs related duties as required.

**Note:** The ideal candidate would have good knowledge of Microsoft Excel and previous experience working with a computerized payroll system preferably PeopleSoft applications.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, State of Connecticut Application for Examination or Employment (CT-HR-12), and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. Current state employees are required to submit their last two service ratings **and** copies of their last two years of attendance records (2012 & 2013). Current Department of Labor employees are not required to submit the Pre-Authorization and Release form or attendance records. The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No 625 on application. Applications will not be considered if incomplete, missing materials, or not received or postmarked by the above closing. Submit via mail to:

**DEPARTMENT OF LABOR – HUMAN RESOURCES**  
**200 Folly Brook Boulevard**  
**Wethersfield, CT 06109**  
**FAX NUMBER (860) 263-6699**

Please note: If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Not all individuals who apply will be granted an interview.

\*New hires to the State of Connecticut start at the minimum of the annual salary range.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: (    ) \_\_\_\_\_

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

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Date Signed	Signature of Applicant
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As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

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Date Signed	Signature
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A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained/reviewed at the following link:

[http://www.ct.gov/ethics/lib/ethics/guides/2012/public\\_officials\\_and\\_state\\_employees\\_guide\\_december\\_2012\\_rev.pdf](http://www.ct.gov/ethics/lib/ethics/guides/2012/public_officials_and_state_employees_guide_december_2012_rev.pdf)