

Job Description – MIT Job #24398

Functional Area:	Office of the Vice President for Finance, Financial Operations, HR/Payroll		
Job Title:	Payroll Analyst 2	Position Title:	Sr. HR/Payroll Data Analyst
Reports to:	Manager, HR/Payroll Services	Prepared on:	September 2024
Salary Grade: 7	Salary Range: \$70,000 - \$85,000	Hours per week/status: 40/Exempt	

About the Office of the Vice President for Finance:

Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute's financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. A VPF staff member will spend 2-8 days per month in the office, depending on the position and specific team schedules. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT's main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT's comprehensive benefits package demonstrates a commitment to our employees' well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

Position Overview

The Sr. HR/Payroll Data Analyst is part of the HR/Payroll Services team. They will provide analytical support to the entire HR/Payroll team by analyzing audit and data results and offering resolutions to drive quality improvements. This role is responsible for data reconciliation, complex appointment processing, and analyzing and resolving critical payroll issues. This individual will demonstrate a deep understanding of the SAP HR/Payroll system, including business rules, HR policies, data, and transactions. They will serve as a resource to internal and external stakeholders in all matters related to SAP/HR/Payroll transaction processing.

Principle Duties and Responsibilities

- Serves as a backup to the Manager, HR/Payroll Services on complex and confidential transactions.
- Identifies critical payroll issues and initiates necessary corrections.
- Provides guidance and support to members of the HR/Payroll Representatives on an ongoing basis.
- Manages Lincoln Lab's feeds, analyzes issues and error logs, and finds resolutions within tight deadlines. Collaborates with LL HR to ensure data compliance integrity across separate systems. Takes ownership of all necessary modifications and updates.

- Responsible for completion of Summer sessions process- including pay caps eligibility determination, calculation of complex government regulated payments, and working with Sponsored accounting on discretionary funds use; guide departments through the process via extensive communication and collaborate with the Provost office on any desired changes; via various audits and analysis, responsible for data integrity and conformity across separate systems; work with the 3rd party vendor on technical issues.
- Manages the processing of complex appointment transactions-step ups, step downs, and transitioning of high-level Faculty/Dept Heads; MAP appointments; extensive collaboration with dept and HR; hire date changes, salary overpayments, manual modifications of systems to produce desired results; checks and balances to ensure integrity of corrections.
- Partners with community members at all levels to analyze data and process issues to propose a path forward.
- Oversees the HR/Payroll ticket queue and follows up on requests from all levels of the community by providing timely, cordial customer service correspondence; explains and clarifies complex information to audiences with different needs.
- Together with MIT's 401 (k) partner, Fidelity, resolves reversals and negative adjustments according to federal laws and market fluctuations by using expertise and performing behind-the-scenes analysis while juggling tight payroll deadlines.
- Collaborates with WTW, MIT's pension administrator, the MIT HR Retirement Benefits team, and the Payroll Support team in maintaining two separate systems in synch and in compliance by adjusting records according to pension regulations and processing death notifications.
- Builds and maintains a mastery of the salary distribution system process and serves as a subject matter expert to the MIT community.
- Serves as a member of the core team, including Central HR and VPF Financial Systems, and is responsible for implementing system & compliance support changes for existing unions; reviews processes and systems needed for new union contract ratification; demonstrates how the system works by simulating various scenarios.
- Works on projects with VPF Financial Systems and IS&T to implement mid-to-large scale payroll projects/changes to systems when policy, process, or compliance require it- part of the team responsible for defining requirements, design, testing, communication, and making business decisions.
- Gathers and documents end-users' needs; advocates for change; initiates and participates in ongoing process improvements; collaborates with IS&T and Business systems analyst on RT enhancements testing and routine maintenance testing.
- Processes various taxable imputed income adjustments and calculates associated gross-ups.
- Develops and maintains payroll process documentation for both technical solutions and business processes, such as workflow procedures.
- Supports and compiles metrics from the HR/Payroll Service Center's workflow and uses the data to develop best practices for customer service.
- Responsible for Daily/Weekly appointment Letters related to standard appointment changes in collaboration with Central HR and DLCs.
- Performs cross-community education to drive more efficient processes for administrative functions at the Institute, with an emphasis on sustainable business practices.
- Attends professional development training and workshops and seeks out self-study materials.
- Other duties as assigned.

Qualifications

Required

- Bachelor's degree required
- Minimum of three (3) years of experience in payroll, finance, and/or HR required

- Experience in payroll processing or a similar role, with an understanding of payroll processes, laws, and regulations
- Demonstrated knowledge of the principles, practices, and theories in payroll operations and complex transaction processing
- Self-starter with the ability to work with minimal supervision in a team environment
- Must work independently and collaboratively with all community levels and successfully manage multiple projects and deadlines
- Ability to make independent decisions that are guided by general instructions and practices requiring interpretation and collaboration with different constituents
- Strong analytical skills
- Solid problem-solving skills
- Meticulous attention to detail and demonstrated skills to establish priorities, organize tasks, and follow through in a fast-paced environment
- Ability to provide a high level of customer service in a professional, service-oriented, respectful manner using skills in active listening and problem solving
- Must have excellent communication skills and effectively communicate with all levels of the organization
- Proven ability to handle confidential and sensitive information with discretion
- Experience using payroll system software, preferably SAP
- Proficient skill with Microsoft Excel

Preferred

- Payroll experience in a Higher Ed environment
- Knowledge and use of Cognos, SAP, or Brio query tools
- Experience implementing projects for payroll services improvements
- Prior MIT experience

Supervision Received

Reports to the Manager of HR/Payroll Services

Supervision Exercised

None

Additional Information

MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.

Employment is contingent upon the completion of a satisfactory background check.

MIT is unable to provide work authorization or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

Diversity, Equity, and Inclusion

VPF benefits from a diverse and engaged workplace and seeks to further enhance our community by employing individuals from varied backgrounds. VPF actively supports MIT's commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to learn and do their best.

MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

VPF is Mission Focused

The Office of the Vice President for Finance (VPF) advances MIT's mission by supporting thoughtful stewardship and effective deployment of the Institute's financial resources. Forward-thinking and future-oriented, the office is working to create a seamless administrative experience for MIT colleagues and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute.