

JOB DESCRIPTION – Payroll Supervisor

Department:	Human Resources Department
Immediate Supervisor:	Human Resources Manager
Hayah Mission:	Hayah is committed to creating and maintaining an environment that fosters and enriches the personal and academic growth of each student. Hayah empowers students to live with purpose, honor their cultural identity, respect diversity, and serve humanity by impacting local and global communities.

MAIN DUTIES AND RESPONSIBILITIES

- Prepare monthly payroll taking into consideration all actions that impact payroll such as overtime, vacations, resignations, promotions and other payroll effects.
- Reply to various inquiries regarding payroll.
- Ensure that all payroll effectives are captured and reported in timely manner.
- Assist in manpower/people cost and HR budget.
- Maintain and generate attendance and leaves reports.
- Handle all attendance reports (daily, monthly and yearly).
- Perform benefits administration to include claims resolution, validating invoices for payment and communicating benefit information to staff.
- Help employees better understand their benefits.
- Ensure compliance with labor law in terms of social security.
- Prepare and submit paper payroll checks for employees who do not have direct deposit.
- Collect banking information for direct deposit setup.
- Familiarize yourself and keep current with the taxation of salaries, benefits and other factors.
- Prepare reports for upper management, finance department etc.
- Participate in developing department goals, objectives and systems.
- Explaining human resources policies, procedures, and standards to new and existing employees.
- Monitors compliance with approved policies, procedures, and processes.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Maintains and oversees the employees records.
- Performs and oversees accurate, correct, and timely payroll reconciliations and audits, and troubleshoots any issues that arise.

Other Duties (not limited to):

- Handle daily staff inquires and requests.
- Participate in all staff related events.
- Good experience in data management and data analysis.
- Respond to staff complaints.

KNOWLEDGE, ABILITIES & SKILLS

- Proficient in Microsoft Office applications.
- Fluent in both English and Arabic.
- Excellent communication and interpersonal skills.
- Strong decision-making skills.
- Reporting and administrative skills.
- Organizational skills.
- Ability to handle multiple assignments.

QUALIFICATIONS AND EXPERIENCE

- Bachelor degree.
- Post-graduate degree: Human Resources diploma / certificate is preferable.
- 5 years of Senior Human Resources experience.

* This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the duties may vary or be amended from time to time without changing the level of responsibility associated with the post.