

Position Number: D96789

Job Title: Temporary Benefits System Analyst

Department: Office of Human Resources

Full Time Equivalency: 1.0 FTE (40 hours/week) for 6 months

OR .75 FTE (30 hours/week) for 9 months

Job Type: Administrative

Posted Date: 1/26/12

Position Summary:

The primary purpose of this temporary position is to assist with reconciling and adjusting confidential employee benefits and retirement records in the PSU Human Resources Information System (Banner HRIS) and the Public Employees Retirement System (PERS) EDX database.

General Description:

This is a temporary position and is not benefits-eligible. The work schedule will be 40 hours per week for six months, OR 30 hours per week for nine months. This position will report to Vui Han-Mar, Senior Payroll Accountant. Salary is \$12.50 - \$13.50 per hour.

Duties Include:

- Reconcile and perform data entry updates to both the PSU HRIS and PERS EDX systems;
- Create new hire records in PERS EDX;
- Research, resolve and resubmit records that error out on system feeds;
- Enter data from HR documents to update for address and name changes;
- Enter data for terminations, leave information (family medical leave, leave without pay) and other biographical information updates;
- Correct wage information, researching in Banner HRIS as needed;
- Enter records in both Banner HRIS and PERS EDX for reversing or funding retirement contributions, keeping records in sync;
- Assist and provide data entry backup support to benefits and payroll teams in HRIS;
- Other duties and projects as assigned.

Required Qualifications:

- Two years directly related work experience, or a combination of directly related coursework and work experience;
- Excellent data entry skills with demonstrated high level of accuracy;
- Excellent attention to detail.

Preferred Qualifications:

- Work experience in human resources, payroll, or benefits;
- Experience updating and/or researching information in a database system such as Banner, PERS EDX, or Access.

To Apply

Submit a cover letter outlining how you meet the required qualifications, resume, and contact information for three professional references:

Vui Han-Mar

via email: hanvk@pdx.edu

via mail: /PSU-HR/PO Box 751/Portland, OR 97207-0751

in person: Market Center Building/1600 SW 4th Ave, Suite 518/Portland

via fax: 503-725-5896

Correspondence will be primarily conducted by email. Review of applications will begin immediately and continue until finalists are identified.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.