CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: HRIS Assistant

DEPARTMENT: Office of Human Resources Management
Rose Hill

RESPONSIBILITIES:
• Prepare, maintain, and process employee data into the University’s ERP Banner HR System, including but not limited to bio-demo, employment information, salary adjustments, employment eligibility forms, and requests for electronic access for visitors and employee spouses
• Manage OnBase Enterprise Content Management System. Coordinates with system administrators in Information Technology on role-based security and user privileges. Scanning and images all confidential new hire and ongoing payment paperwork, including preparation, scanning, uploading, and indexing document, resulting in an average of 2000 forms per biweekly payroll
• Communication to New Employee’s regarding Onboarding using an automated system, Banner Workflow
• Provides general support for a variety of HR-payroll related processes; assists in research, escalation, and resolution of related operational issues; and provides project management and administrative support for key HR-payroll initiatives
• Assists in identifying compliance issues that involve FLSA minimum wage; NYC Sick Time Act; and ACA tracking of hours
• Maintains HR data integrity through a variety of data collection and submission processes

QUALIFICATIONS:
• High School Diploma or Equivalent Required. B.A. Preferred.
• Knowledge of Hyland OnBase Imaging System preferred
• Banner HR System knowledge preferred
• Proficiency in Excel, Word, and other PC applications.
• Ability to handle confidential information
• Mandatory Competency Testing
• Demonstrated Writing Ability

SALARY: Commensurate with experience

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: hr@fordham.edu

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Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories