



Payroll & Benefits Specialist

Reports to: Senior HR Manager

Department: Human Resources

Classification: Non-Exempt

Effective Date: June 1, 2022

Job Summary

The Payroll and Benefits Specialist is responsible for day-to-day payroll and benefits administration, including 401(k) administration. This position will work closely with the Human Resources team, including the Chief Human Resources Officer (CHRO), to ensure that company benefits are market-based, competitive and cutting edge to aid in KTI's attraction and retention efforts. In addition to the HR Team, the Payroll and Benefits Specialist will provide exceptional service to KTI customers (its employees) and interact with vendors and service providers.

Essential Functions

- Process multi-state semimonthly payroll for hourly, salaried and in-house temporary employees, including reviewing and importing hours from time and attendance system, entering direct deposit information, administering regulatory requirements, garnishments, benefit deductions and taxes consistent with federal and state wage and hour laws.
- Ensure proper payroll deductions and contributions are made and perform weekly audits
- Maintain all payroll information related to the calculation, withholding and remittance of federal, state and local payroll taxes; enter data, update information and prepare reports as needed
- Ensure proper new hire set-up in HRIS.
- Prepare employee communications related to employee payroll and benefit administration.
- Administer time and attendance systems and leaves of absence requests.
- Act as expert on payroll platform and processing. Evaluate and implement payroll/HRIS systems' upgrades and changes.
- Audit HR, payroll, benefit and worker's compensation data for accuracy. Identify and troubleshoot issues.
- Assist with new hire screening including background/drug screening, E-verify, etc.
- Maintain confidential and accurate employee and payroll files.
- Run ad hoc reports, create/file reports as needed.
- Administer all employee benefits including medical, dental, vision, Section 125 plans, 401(k), life and disability plans, workers compensation and COBRA, including handling plan renewals, reporting and communication.
- Research benefit plans and providers and make recommendations as appropriate.
- Ensure consistent application of benefit policies, procedures and guidelines, compliance and reporting with all federal and state laws and regulatory requirements including FMLA, workers' compensation, HIPAA, ADA, ACA.
- Coordinate and conduct employee onboarding and educate employees on benefits and enrollment provisions.
- Process all employee benefit plans including administering new hire enrollments and benefit changes, including terminations on HRIS and various benefits platforms.



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- Coordinate and administer annual open enrollment process, including preparing and distributing materials, conducting employee meetings with vendor reps and processing changes to meet deadlines.
- Handle 401(k) Plan Administration, including annual employee meetings, employee deferrals and loan processing.
- Respond to unemployment claims.
- Other duties as assigned.

Job Qualifications

- Bachelor's degree
- 4 years of payroll and benefit administration experience
- HRIS experience; ADP compensation and benefits experience preferred
- Uncompromising ethics and confidentiality required
- Excellent verbal and written communication skills
- Strong math and problem-solving skills
- Attention to detail
- Customer service attitude
- Embrace and foster company values of Integrity, Excellence, People Chemistry, Gold Rule, Courage and Servant-Leadership