

# G-42566 Employee Services Assoc 1

## Description:

Pay Group: 23

Location: Syracuse

Supervisor: Christopher Caver

Unposting Date: 04/04/2023

## About the Position:

Under general supervision, perform administrative and basic duties including, but not limited to, the following:

- Perform rote data entry for Employee Services department.
- Process incoming and outgoing mail.
- Communicate with internal customers and escalate inquiries to appropriate employee(s) as necessary.
- General filing.
- Scanning of documents and email management.
- Sort payroll checks and documents for distribution.
- Verify and register receipt of incoming documents.
- Shred documents as appropriate.
- Order department supplies approved by supervision.

Also under general supervision, have the ability to perform all basic Employee Services duties including but not limited to, the following:

- Communicate with internal customers and escalate inquiries to appropriate employee(s) as necessary.
- Perform data entry into applicable systems, including, but not limited to:
  - Enter data into spreadsheets (Excel)
  - Enter retro-active pay
  - Final payroll check information
  - Enter vacation payout amounts
  - Add/Change emp[loyee deductions
  - Enter SLED dates
- Complete simple transaction/entries in multiple systems, including, but not limited to:
  - Time Entry system
  - Smart time
  - PeopleSoft
  - SAP
  - Page Center (reporting system)
  - Grid-Tel (on-line phonebook)
  - Team Manager (leave accrual system)
- Review and verify data in reports and/or spreadsheets
- Distribute systems reports to intended recipients
- Create employee records and manage employee data in the PeopleSoft or SAP system, related to:
  - Creation of Employee IDs
  - New hire processing
  - Transfers
  - Terminations
  - Retirements (including disability retirements)
  - Miscellaneous changes/updates to employee records
  - On-going maintenance of employee information

Create, edit and manage documents / information using computer software such as Microsoft Office products, including Word, Excel and Access

**Job Qualifications:**

Note: Candidates bidding from outside of the Employee Services Department will be required to pass a pre-job aptitude test.

**Only bids received on or before the above close date will be given consideration. Email bids to RecruitingNY@nationalgrid.com or fax bids to (315)401-7890.**

**Bidders seeking to be considered for posted positions have the responsibility to fully set forth their qualifications on the job vacancy bid form. Candidates will be considered based on their seniority and the information provided on, or attached to, the bid form. Candidates who choose to submit incomplete forms may be deemed unqualified or ineligible for the posted position.**

Requisition ID 42566 - Posted 03/29/2023 - (Syracuse Erie Blvd 5210) - Finance and Enterprise Business Services - United States - New York - Human Resources