

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Transportation Payroll Specialist	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Assistant Director of Transportation	<b>Pay Range:</b>	780
<b>Dept./School:</b>	Transportation	<b>Date Revised:</b>	9/14/2022

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**Primary Purpose:**

Compile and prepare Transportation Department pay records, including time and attendance records and related reports, FTE records, extra-duty pay and deposits. Work under moderate supervision to ensure accurate and timely preparation of pay records according to prescribed procedures and regulations.

**Qualifications:**

**Education/Certification:**

High school diploma or equivalent (required)

Valid Texas "A" or "B" CDL driver's license with "P" Passenger and "S" School Bus Endorsements required or obtained within 6 months of hire

Texas State School Bus Driver Certification

Driving record that is insurable with Plano ISD's insurance carrier

**Special Knowledge/Skills:**

Knowledge of basic payroll, accounting, and time and attendance procedures

Ability to maintain accurate and auditable records

Ability to use software to create spreadsheets, databases and perform word processing

Proficiency in keyboarding and file maintenance

Ability to work with numbers in accurate and rapid manner to meet established deadlines

Effective organizational, communication and interpersonal skills

**Experience:**

Three years of payroll, accounting, or other administrative or clerical experience

Experience using fully integrated ERP systems

**Major Duties and Responsibilities:**

Prepare accurate department time card and pay record processing for approximately 350 employees for monthly and bi-weekly pay cycles.

Compare daily hours to scheduled FTE to maintain accuracy

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Maintain overtime report and daily overtime sheets for each employee; submit each pay period to supervisors and keep on file for audit

Maintain current FTE report and adjust each employee's schedule in TEAMS to reflect accuracy

Assist Director and Assistant Director with research, analysis, reports, and other tasks assigned as needed

Assist Field Trip Specialist with weekly bids and input of all field trip hours per employee

Assist employees with the setup of their TEAMS and Outlook accounts; assist with questions regarding employee benefits, paperwork, and time cards

Verify and input of all Absence from Duty requests, Time Deviation, and Extra Duty forms

Meet month-end payroll deadline and process for TRS purposes

Frequently communicate between HR, Health Services, Payroll, and Employee Benefits regarding employee's absences, status, coding, etc.

Maintain employee absences, track dispatch log, and inform supervisors of extended absences for next steps

Record reports for all Safe School trainings and team meetings in Laserfiche

Input all training hours and maintain records on file for each employee

Create bus passes for new students

Submit payroll bi-weekly and print time cards to keep on record for each employee

Organize and plan vendors, donations, and activities to run throughout in-service week

Create, maintain, and disburse monthly dispatch logs

Process route bid updates and changes for 350+ bus drivers and bus assistants. This occurs 3-4 times per semester and is vital for FTE payroll processing

Assist in various areas including Dispatch during staffing shortages

Drive buses for regular routes and field trips if needed to support department route operations

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

**Equipment Used:**

Copier, calculator, personal computer, scanner, printer, folding machine and shredder

**Working Conditions:****Mental Demands:**

Reading; ability to work with numbers in an accurate and rapid manner; ability to communicate effectively (verbally); ability to meet established deadlines; ability to maintain accurate and auditable records; maintain

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emotional control under stress; work with frequent interruptions

**Physical Demands/Environmental Factors:**

Frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, \_\_\_\_\_ Compensation Coordinator      **Date:** 9/14/2022 \_\_\_\_\_

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_