

HR and Payroll Business Partner

The Human Resources Business Partner is responsible for or a broad range of responsibilities to ensure that the needs of the business are aligned appropriately with the overall company goals, assuring consistency in our employee relations and human resources practices by supporting these functions at our MO location. This position has responsibilities in the following areas: employee relations, interpretation and guidance on policy, employment law, HR processes, staffing and payroll administration. Works closely with the Director of HR in supporting overall business objectives, and strategic goals.

Responsibilities include:

- Compliance with all applicable federal and state laws including but not limited to EEO, FMLA, HIPPA, ADA, FLSA and OSHA. Ensure Quiet policies reflect compliance with local and State laws.
- Manage risk by providing employee relations guidance through policy interpretation and objective assessments for internal consistency. Develop business partnerships with managers and supervisors regarding adherence to company policies and procedures, discipline actions and terminations. Conduct and document investigative interviews and exit interviews.
- Communicate daily with temporary staffing partners regarding open requisitions and terminations. Maintain open requisition tracker; track new starts and ended assignments.
- Manage direct recruiting process and conversion efforts for the facility.
- Responsible for all onboarding processes.
- Provide Staffing metrics; Track and analyze requisition fill rate, time to fill, and turnover by agency, department and shift.
- Maintain and update daily attendance tracker. Prepare and distribute weekly attendance reports to Management.
- Communicate benefits information to employees. Process enrollments and terminations; maintain individual benefit files and manage the annual open enrollment process.
- Handle all aspects of leave management to include FMLA, STD, LTD, Military, and ADA.
- Manage Unemployment claims and Worker's Compensation for the facility.
- Maintain the time and attendance system for the facility ensuring compliance with company policy as well as state and local laws. Prepare all time cards in ADP for weekly payroll processing. Update master employee roster and Manager time sheets as needed
- Manage employee transactions for payroll to include hiring, terminations, job movements, rate changes, etc. Research and resolve any payroll discrepancies.
- SME on all topics related to ADP time and attendance.
- Maintain confidential employee files and records for facility
- Ensure consistency of standard procedures and promote continuous improvement.
- Special projects as needed.
- Regular in person attendance is an essential function of this job

Requirements:

- Bachelor's degree in Human Resources, Business, or related discipline or an equivalent combination of education and/or experience.
- 3-5 years of diverse HR experience required, including exposure to, employment law, policy, employee relations, benefits, time and labor tracking, payroll preparation, investigations, disciplinary processes, staffing and onboarding.
- Ability to interpret and apply Federal/State employment laws.
- Strong oral and written communication skills, strong ability to interact with others at all levels of the organization. Excellent consultative and collaborative skills.
- Customer service orientation with a demonstrated desire to exceed expectations. Positive, friendly and approachable, with strong attention to detail and follow-up skills.
- Strong analytical and problem-solving skills; ability to assess situations, from both a legal compliance and business perspective, and make the best recommendation based on the facts. Sound judgement.
- A self-starter with a strong ability to multitask and manage a variety of issues and/or projects simultaneously in a rapid changing environment and prioritize as necessary. Ability to meet deadlines.
- Exceptional work ethic; ability to work autonomously as well as on a team.
- Professional demeanor and appearance.
- Ability to maintain confidentiality.
- Proficient with ADP Workforce Now and Excel.
- Must be able to work a flexible work schedule to support off shifts when necessary.

Note: This job description is not all-inclusive. Additional duties may be performed, as assigned. It acts as a guideline and is subject to change over time.