

## HR Payroll Manager

Ryerson Inc., one of the largest metals distributors in the US, is currently seeking a HR Operations Manager to join our Compensation and Benefits department in Chicago, IL. Successful candidate will act as the vendor relationship manager of the HR BPO service model. Working directly with the outsourced HRO provider, this position ensures the timely and accurate set up and processing of the company's employee information relative to benefits, HRIS and payroll. This role is responsible for ongoing process improvement activities to streamline processes to enhance the overall efficiency and effectiveness of the comprehensive outsourcing model.

### FUNCTION / RESPONSIBILITIES

- Manage the relationship and act as the main point of contact for interactions with the outsourced HRO provider of Benefits Administration, Manager and Employee self-service, Payroll and HRIS.
- Thorough knowledge of complexities of a multi state, multi- union environment
- Work directly with the outsourced HRO provider to assure timely and accurate processing of the company's U.S. payroll through set up and maintenance of pay practices, earnings calculations, deductions, accumulators, benefit plans/programs, eligibility rules, vacation accruals, work rules, work flow, etc. in accordance with company policies and collective bargaining agreements
- Thorough understanding of intricacies of an environment that includes automation from employee and manager portal and e-time to HRIS, Benefits Administration, Payroll and internal / vendor interfaces.
- Create and maintain internal controls and audit process
- Review and analyze current processes to identify opportunities to automate and streamline
- Develop and maintain HR/PR process documentation
- Oversee funding of payroll as directed by outsourced HRO provider
- Identify new jurisdiction set-ups, complete employer identification number application forms, submit to tax agencies and communicate to outsourced payroll provider
- Review escalated requests and supporting data from the outsourced HRO provider's Client Service Representatives. In conjunction with internal subject matter experts, approve or deny appeals and communicate decisions to HRO provider.
- Coordinate with outsourced payroll provider regarding upcoming exceptions such as off-cycle processing changes and mass data changes
- Responsible for planning, designing and implementing year end procedures including auditing and approving issuance of W-2s, implementing benefit or pay practice changes, and communications as necessary
- Support online security administration by updating outsourced payroll provider regarding changes to organizational structure, role-based profiles, user access and workflow definitions
- Conduct regular meetings with outsourced payroll provider on performance trends, SLA results, billing and other areas of contract management
- Periodically survey system users to assess satisfaction with vendor services

College degree in Accounting preferred or equivalent training and experience in multi- state/multi-union HRIS and payroll functions

- 7+ years of HRIS/payroll and accounting experience
- Experience managing payroll processing functions or vendors performing these functions. ADP Enterprise and e-Time experience required
- Experience in outsourced relationships, particularly with ADP
- Experience of a payroll transition a plus
- Experience working in generalist HR capacity or working closely with HR organization a plus