

# Payroll/HR Generalist

*Lincoln, NE*

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At NRC Health, we promise to help our customers bring human understanding to healthcare for their patients and communities. Our associates are at the heart of delivering that promise, so we promise that same human understanding to each other. Come where culture is everything.

As an associate, you:

- Innovate with us** to move healthcare forward.
- Give back** to the community with volunteer time off.
- Fit your role** and do what you love.
- Grow and develop** along a career path designed by you.
- Support one another** – no one says, “That’s not my job.”
- Play hard** at beer:30 and team outings – we have a lot to celebrate.
- Let life happen** with 4+ weeks time off, a flexible work environment, and dress for your day attire.
- Live healthy** with a comprehensive healthcare plan and wellness program.

## **Who we want**

- Are you a trusted professional with proven ability to handle confidential information with discretion?
- Do you have strong organizational skills that reflect in the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail?
- When people approach you, do you naturally respond with “how can I help?”
- Can you easily build relationships across the organization and be a positive culture champion?
- Do you thrive on solving problems and making independent decisions?
- Are you a self-starter who enjoys variation in your day and working through competing demands to meet deadlines?

## **What you will do**

As a Payroll/HR Generalist you will serve as the HRIS system (UKG) expert and payroll administrator for U.S. bi-weekly payrolls for approximately 500 associates nation-wide. You will provide UKG training for associates and leaders and will work with HRIS system updates, maintenance, support and produce payroll reports as needed by various teams. You will provide recommendations for improvements within UKG and actively look for ways to ensure maximum utilization and routinely audit the system to ensure data controls are maintained and up to date. You will manage federal and state payroll tax set-up, quarter/annual reviews, reconciliations and administer all payroll year-end filings and distributions of W-2 statements. You will ensure compliance with all federal, state and local legal requirements by understanding evolving payroll regulations, laws, practices and manage payroll related audits. You will process employment verifications and maintain confidential personnel files and payroll records in accordance with company guidelines and regulatory requirements. You will serve as an active member and sponsor for the Associate Lifecycle Feedback Program. Additionally, you will support the associate on-boarding process, as well as the development, evaluation and execution of associate programs, guidelines and practices.

## **What you need**

- Bachelor’s degree or equivalent experience
- 3+ years’ experience in payroll administration within a HRIS system
- 2+ years’ experience in general HR
- Intermediate to Advanced working knowledge of Excel, general proficiency in other Microsoft applications
- Working knowledge and experience with federal/state wage, tax and leave laws and regulations
- General knowledge of HR concepts, practices and procedures

## **Nice to have**

- UKG “formerly UltiPro” (or similar/large HRIS provider) experience preferred
- PHR or SHRM-CP certification preferred
- Prior experience implementing HRIS systems and system upgrades

**Have Purpose. Think Boldly. Feel Connected. Be Understood.**