At Birkenstock, our business is a reflection of who we are. We have a passion for our products, an appreciation of their heritage and a genuine belief in their benefits. Our business is a reflection of what we represent - quality products that are comfortable, unique, timeless and respectful of the world around us. Our mission is to deliver happiness and satisfaction.

To provide quality products and services, we need quality people. We are looking for talented people who share our values of accountability, responsiveness, excellence, teamwork, respect, integrity and a positive attitude.

JOB TITLE:	**HR Payroll Specialist**
REPORTS TO:	**Supervisor HR Payroll**
LOCATION:	**San Francisco Bay Area**
TYPE:	**Full-Time/Non-Exempt**
SALARY:	**$30-$36/hourly**

Note: Relocation and any associated costs are the sole responsibility of the person hired for this position.

OVERVIEW

As part of the HR Team, the HR Payroll Specialist plays a vital role in ensuring accurate and timely payroll processing across the organization while maintaining strict confidentiality regarding company data and employee information. This position manages a high volume of requests related to time and labor tracking, payroll administration, and labor cost distribution functions. By maintaining precision and efficiency, the HR Payroll Specialist helps ensure all employees are compensated correctly and on schedule. This role reports to the Supervisor HR Payroll.

RESPONSIBILITIES

- Ensuring timely and accurate processing of assigned payroll(s) including all associated reporting and internal/external communications.
- Maintain internal spreadsheets for payroll processing.
- Generate and prepare HR & payroll reports as needed to support special projects and tasks.
- Manage timecard approval process, time entry, and administration of timekeeping systems.
- Review and resolve timecard exceptions prior to payroll processing for all employees; ensure accurate onboarding of new hires and updates to employee records in the payroll system. Assist in multi-entity payroll processing and management, maintaining compliance with relevant procedures and timelines.
- Respond promptly and accurately to employee inquiries regarding payroll, timekeeping and -related inquiries
- Prepare off-cycle payroll checks for situations such as replacement checks, late timesheet submissions, and final pay.
- Process approved personnel status change forms for changes such as rate, FTE, employment status changes; new hires/rehires; and address changes.
- Verify pay rate changes and calculate retroactive pay, as needed.
- Maintain accurate PTO and sick leave balances.
- Monitor and track **OVF (Overtime Variance Factor) hours for Retail** in compliance with evolving regulatory requirements (e.g., OBBBA-related tracking).

- Process and respond to Verification of Employment (VOE) requests
- Assist with completing unemployment claim responses and documentation.
- Stay current on changes to federal, state and local labor laws and regulations affecting payroll and ensure ongoing compliance.
- Assist in calculating and processing "make whole" pay for Paid Parental Leave cases.
- 401(k) administration including maintaining records, processing contributions and funding
- Support internal and external audit activities by preparing the requested documentation, as needed
- Assist with ACA reporting & tracking
- Assist with quarterly bonus calculations for retail teams.
- Set up new departments and locations in HRIS and Time & Attendance systems.
- Provide comprehensive administrative support for HR Processes and procedures.
- Assist Senior Lead Manager Payroll, Compliance & Benefits Administrator and Supervisor HR Payroll in maintaining compliance with all applicable HR related Local, State and Federal laws and regulations.
- Participate in departmental and cross-functional meetings including attending on-site corporate meetings, as needed.
- Serves as backup for Supervisor HR Payroll during their absence.
- Perform other related duties and projects as assigned.

POSITION REQUIREMENTS/QUALIFICATIONS

- 3 years of relevant payroll experience
- 1 years' experience in human resources
- Knowledgeable in multi-state and multi-state payroll
- Strong working knowledge of Microsoft Excel and spreadsheets
- Proficiency in all other Microsoft Office applications
- In-depth understanding of payroll procedures, internal controls, audit trails and appropriate documentation, state & federal laws, and taxes

Other Qualifications

- Experience with computerized payroll, benefits, retirement systems and procedures. Retail payroll and commission experience a plus.
- Familiarity with garnishments, state taxes, unemployment, and W2 reporting a plus.
- Willingness and ability to learn and use new systems and implement new processes is required.
- Ability to maintain confidentiality of information.
- Ability to follow policies and standard procedures. Strong adaptiveness to new policies and procedures.
- Strong commitment to high accuracy and efficiency.
- Ability to research, learn, interpret, apply payroll related laws, regulations, policies, and make sound decisions.
- Strong mathematical, analytical, organizational, and problem-solving skills.
- Ability to establish and maintain accurate and comprehensive records.
- Good interpersonal skills and ability to maintain professional working relationships with others.
- Excellent customer service skills and high responsiveness to requests.
- A strong team player who is ready to help other colleagues when needed.
- Good oral and written communication skills.
- Ability to handle multiple ongoing projects and processes with **attention to details**.
- Ability to work independently.

- Must be able to come in to office headquarters as needed
- Ability to work holidays and overtime hours occasionally as needed.

If interested, please send cover letter and resume to katelynn.ramos@birkenstock.com. Subject line should list “HR Payroll Specialist”.

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