

Payroll/HRIS Specialist

Company Summary

The TriCal Group is a privately held family of companies based in the United States, with worldwide affiliates in areas including Canada, Europe, Latin America, Australia, South Africa, and Asia. The TriCal Group exists to promote the most beneficial soil environment for growers to produce healthy, bountiful crops that feed the world. We accomplish this by supplying pre-plant soil fumigation material and application, crop health and nutrition analysis, post-harvest fumigation, irrigation, fertigation, and agricultural equipment to growers in over 30 countries.

Job Summary

The Payroll & HRIS Specialist assists in administering the accurate and timely administration of payroll, HRIS management, and compliance with federal, state, and local employment laws, with a strong emphasis on California labor regulations. This role serves as the primary administrator for Paycom and supports payroll processing, employee data management, reporting, audits, and HR technology initiatives. The ideal candidate possesses extensive payroll knowledge, advanced Paycom experience, and a strong understanding of California wage and hour laws, leave regulations, and employment compliance requirements

Primary Duties and Responsibilities

Payroll Administration

- Process multi-state payroll with a primary focus on California employees using Paycom.
- Ensure payroll is processed accurately and on schedule, including regular earnings, bonuses, commissions, expense reimbursements, and special payrolls.
- Review and validate payroll data, including timecards, deductions, benefits, taxes, garnishments, and direct deposits.
- Maintain compliance with federal, state, and local payroll tax requirements.
- Manage payroll corrections, off-cycle payrolls, retroactive adjustments, and final pay calculations.
- Process California final pay requirements, including involuntary terminations, resignations, PTO payouts, and waiting time penalties compliance.
- Support year-end payroll activities, including W-2 preparation and payroll audits.
- Respond to employee payroll inquiries and resolve discrepancies in a timely manner.

HRIS Administration (Paycom)

- Serve as the primary administrator and subject matter expert for Paycom.
- Configure, maintain, and optimize Paycom modules, including:
 - Payroll
 - Time & Attendance

- Benefits Administration
- Onboarding
- Employee Self-Service
- Performance Management
- Talent Acquisition
- Maintain employee records and ensure data accuracy, consistency, and integrity.
- Manage system workflows, approvals, security roles, and reporting structures.
- Partner with Paycom representatives to troubleshoot issues, implement enhancements, and support system upgrades.
- Develop and maintain standard and ad hoc reports, dashboards, and workforce analytics.

California Employment Compliance

- Ensure compliance with California labor laws, including:
 - Wage and hour regulations
 - Meal and rest break requirements
 - Overtime and double-time calculations
 - Sick leave regulations
 - California Family Rights Act (CFRA)
 - Paid Family Leave (PFL)
 - Pregnancy Disability Leave (PDL)
 - Workers' compensation reporting requirements
 - Wage statement requirements
 - Final pay regulations
- Monitor legislative changes and recommend updates to payroll and HR processes.
- Support audits and investigations by gathering payroll and employment records.

Reporting & Data Management

- Generate payroll, labor, turnover, headcount, and compliance reports.
- Conduct regular audits to ensure employee data accuracy and payroll compliance.
- Support HR and Finance with workforce metrics and reporting needs.
- Reconcile payroll reports, benefit deductions, and payroll-related general ledger transactions.

Process Improvement & Employee Support

- Identify opportunities to automate and improve payroll and HRIS processes.
- Develop and maintain payroll and HRIS procedures and documentation.
- Train managers and employees on Paycom functionality and self-service tools.
- Provide exceptional customer service while maintaining strict confidentiality

Requirements

- Associates degree in Human Resources, Accounting, Business Administration, Information Systems, or related field
- 3 or more years' experience in related work environment
- Knowledge of federal, state, and local employment laws (with emphasis on California)
- 5 or more years' experience with Paycom payroll/HRIS system

Preferred but not required

- Bachelors degree
- 5 years related experience and/or training or equivalent combination of education and experience
- 3 or more years' experience with ADP payroll/HRIS system

Job Type:

- Full-time, Remote (Must live in Northern California)

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8-hour shift
- Monday to Friday
- Pay: Min, \$76,000 to Max \$116,000

Ability to commute/relocate:

- Gilroy, CA/REMOTE

