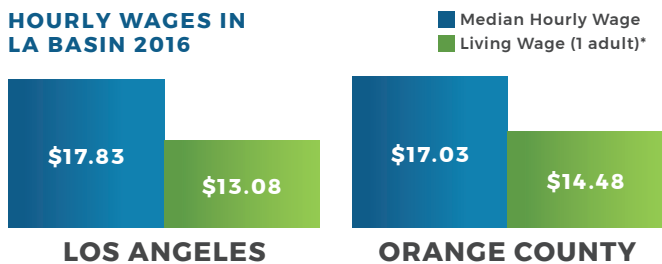


Payroll and Timekeeping Clerks (SOC 43-3051)

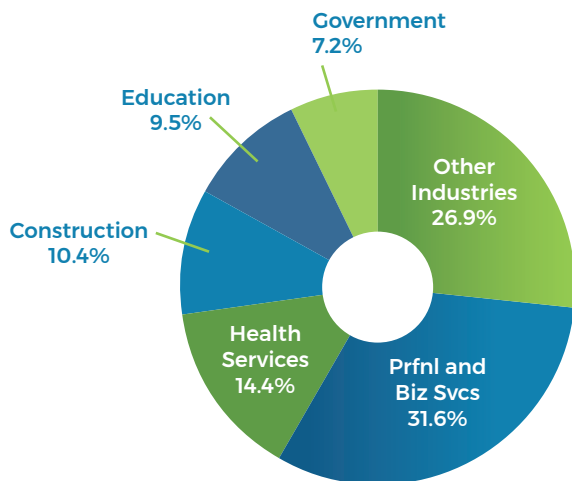
Payroll and timekeeping clerks are identified as a middle-skill occupation. They compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.

HOURLY WAGES IN LA BASIN 2016



* MIT Living Wage Calculator

INDUSTRY DISTRIBUTION



Industry Distribution:

Payroll and timekeeping clerks are hired across a number of different industries. These industries are where individuals who have acquired the necessary training and skills may seek employment opportunities post-program. Professional and business services hire the most workers in this occupation in the LA Basin. The three industry subsectors who employ the largest number of accounting technicians, HR assistants, payroll administrators and payroll clerks in the LA Basin are:

- Professional, Scientific, and Technical Services (NAICS 541)
- Administrative and support services (NAICS 561)
- Educational services (NAICS 611)

Jobs in LA Basin

9,220
in 2016

Total Openings

1,900
2016 to 2021

At A Glance

Projected Openings 2021:

- 1,900 Total Openings (5-yr)
- 660 Net Job Change
- 1,240 5-yr Replacements

Community Colleges Supply:

- 1,190 awards
- 1 Program
- 28 colleges

Technology:

- Accounting software
 - Intuit Quickbooks; Sage 50 Accounting; Intuit Quicken
- Electronic mail software
 - IBM Notes
- Enterprise resource planning ERP software
 - Microsoft Dynamics; NetSuite ERP; Oracle People Soft; SAP
- Hot technology
 - Human Resource Management Software HRMS
- Time accounting software
 - Kronos Workforce Payroll; UNITIME

Sources: BLS OES, O*NET, LAEDC

Core Tasks and Importance:

- 94** Process and issue employee paychecks and statements of earnings and deductions.
- 94** Compute wages and deductions, and enter data into computers.
- 93** Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- 91** Compile employee time, production, and payroll data from time sheets and other records.
- 90** Process paperwork for new employees and enter employee information into the payroll system.
- 88** Verify attendance, hours worked, and pay adjustments, and post information onto designated records.

Worker Characteristics

The demographics of the workforce provide an additional layer of information to further highlight who is employed in this occupation in the LA Basin:

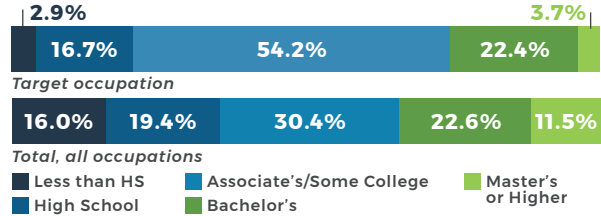
- Most workers have the educational attainment of some college or an associate's degree.
- A smaller share of workers are ages 55 years and over in this occupation compared to the regional average.
- The workforce in this occupation is predominantly Hispanic or White, accounting for 70 percent of all workers.
- The workforce is predominantly male, accounting for 80 percent of all workers.

Related Occupations

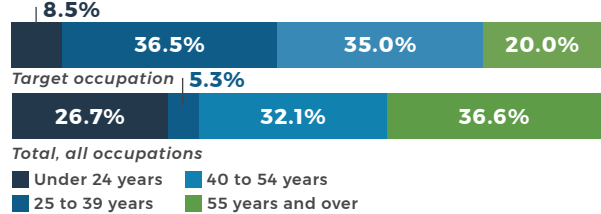
Individuals with similar skill sets that are transferable with retraining or additional training being offered:

- **SOC 43-3031** Bookkeeping, Accounting and Auditing Clerks (76,510 workers),
- **SOC 43-4171** Reception & Information Clerks (44,620 workers),
- **SOC 43-9041** Insurance Claims & Policy Processing Clerks (13,430 workers), and
- **SOC 43-3011** Bill & Account Collectors (17,050 workers).

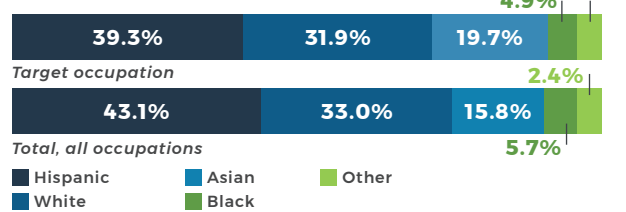
EDUCATIONAL ATTAINMENT 2016



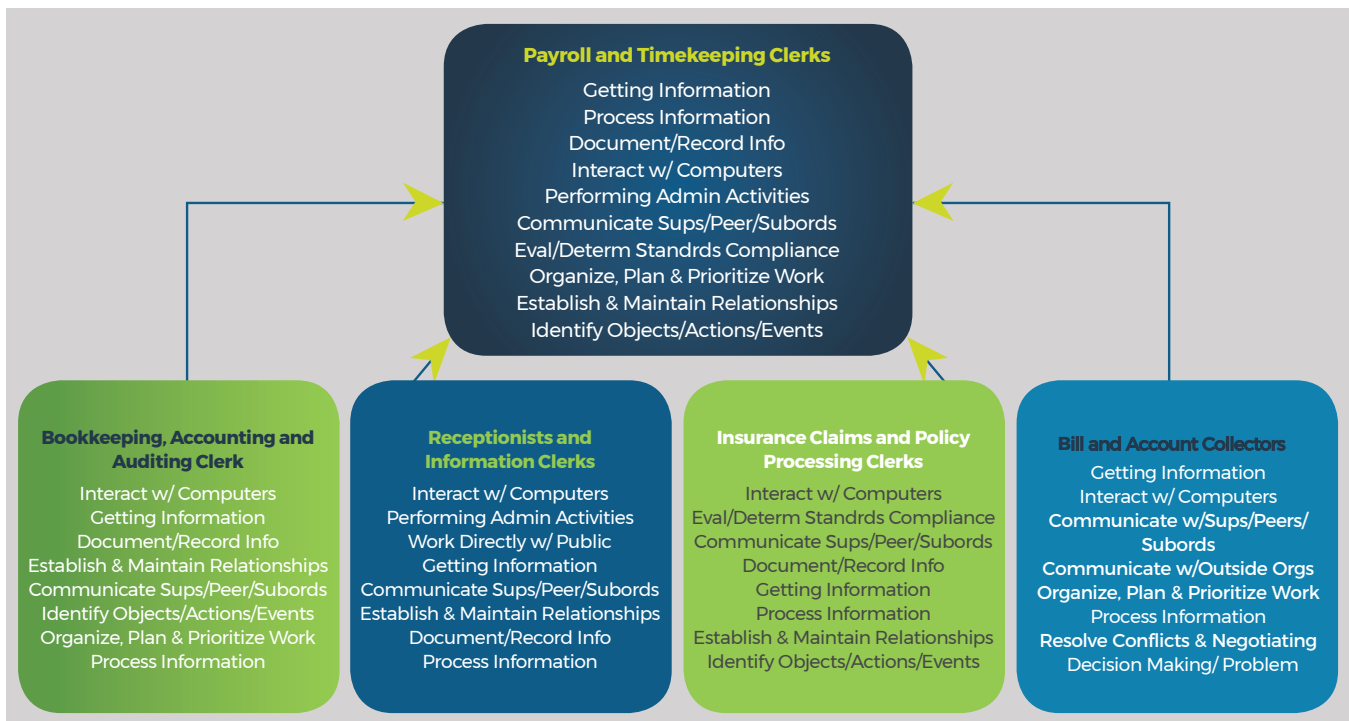
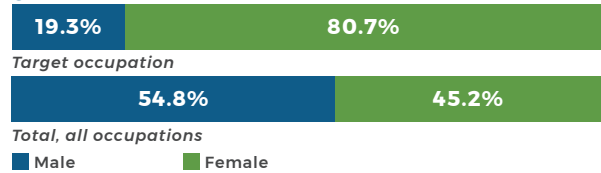
AGE DISTRIBUTION 2016



RACE AND ETHNICITY 2016



GENDER 2016



Sources: U.S. Census Bureau ACS PUMS, O*NET, LAEDC