

CEDAR FAIR ENTERTAINMENT COMPANY

CORPORATE JOB DESCRIPTION

JOB TITLE: HRIS Supervisor	
DIVISION/DEPT: Corporate Administration	DATE: 8/24/09
REPORTS TO: Corporate HR Director	SUPERVISES:

POSITION SUMMARY:

This position supervise the Human Resources Information System (Cyborg) platform to ensure integrity of employee data used for payroll processing; company and governmental reporting; retirement plan administration; and, health and welfare benefit plan administration. The incumbent analyzes data and generates reports to ensure legal compliance and to monitor, audit and maintain the integrity of information going into and coming out of the system. This position will be a primary resource to human resources personnel for training, problem solving and system information.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Ensure that HR related data is ready for payroll processing (i.e. new hires, pay rate changes, 401k contributions, benefit deductions, etc.). Audit data to ensure it meets benefit plan requirements.
- Review, research, analyze and balance benefit plan files and employee data for each payroll to ensure accuracy, validity and timeliness. Process and submit wire transfers each pay period.
- Provide accurate and timely transmission of electronic files into secure vendor websites or servers for retirement plan, benefits plans and government agencies, each payroll or as required.
- Ensure electronic vendor files comply with file specifications and work with vendors to resolve data discrepancies. Must understand related HR program to ensure data is relevant and accurate.
- Troubleshoot and solve problems related to data entry issues and payroll processing that impact benefit plan vendor files and compliance.
- Develop and conduct periodic audits to ensure data integrity.
- Schedule and perform regular file updates, mass data changes, conversions, and data updates to the HRIS. Create and maintain data bases as required to support HR programs. Assist in the development, testing, upgrading and support of HRIS system
- Upload annual salary increases in the system and produce increase notifications for employees.
- Write reports using ad hoc reporting software to extract data from the system and download information into multiple formats (i.e. spreadsheets) for reporting and analysis.
- Interface continuously with the Payroll and IT departments regarding processes, procedures and problem solving.
- Develop and set up HRIS to accommodate new benefit/compensation programs, policies, and procedures introduced by the Company.

- Compile and audit data required from the system to support discrimination and coverage testing for the Company's three retirement plans. Identify discrepancies that may require corrective action.
- Compile data, set up data feeds and prepare reports to support unemployment compensation reporting, Federal EEO-1 reporting, submission of state required new-hire reports, etc.
- Set up and maintain job codes in Cyborg for the Company.
- Maintain accurate Workers Compensation codes in the system for reporting, audit, and insurance rate purposes.
- Administers intercompany transfers to ensure that employee data is properly accounted for in the system between parks and legal entities. Coordinate with benefits and payroll to ensure data is accurate.
- Support the Company's online applicant program (JobNet).
- Administers the Retirement Plan Module in Cyborg and provide direction to the plan record keeper regarding contributions, loans, participant account corrections and participant data records.
- Identify user training needs and provide training to users on the system, as required.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelors degree in Human Resources, Information Technology, Business Administration or the equivalent in education and experience is required.
- Three to five years of progressive experience in HR, Payroll or IT, manipulating information systems and databases (Cyborg preferred).
- Advanced computer skills, with a solid understanding of how applications function and relate to each other.
- Proficient in Excel, Word, and Access
- Knowledge of HR processes, preferably working within an HR function.
- Thorough, methodical work style with attention to detail.
- Ability to handle confidential information appropriately.
- Ability to work independently, manage multiple tasks and meet deadlines under pressure.
- Excellent communication skills, both verbal and written, including the ability to communicate with technical and non-technical users and to develop procedures and user training.
- Schedule flexibility and ability to work long hours to accomplish the requirements of the position.

Please send resume via email to corphr@cedarfair.com, fax (419)609-5725, or by mail to:

Corporate Human Resources
Cedar Fair Entertainment Company
One Cedar Point Drive
Sandusky, OH 44870

Please note that due to the anticipated level of response, we will only contact candidates whose qualifications meet the requirements of the position.

Cedar Fair Entertainment Company is an Equal Opportunity Employer