

HR Administration & Payroll

Your tasks

Workforce Data Management

- Handle complex or sensitive employee data changes and escalations that require expert review or policy interpretation.
- Approve data change requests and forward updates to downstream systems where BPO access is restricted.
- Support physical reporting requirements to authorities and coordinate wet-ink signatures and hard-copy document distribution.
- Perform calculations for full and final settlements, including redundancy pay, and process final payments.
- Define and manage correction/approval procedures and special handling protocols.
- Ensure hardcopy document archiving in compliance with legal and corporate regulations.
- Manage data-related reporting needs, approve sensitive requests, and ensure distribution rules are followed.
- Act as subject matter expert (SME) for data integrity and resolution of complex escalations.

Time & Attendance

- Monitor and interpret local legislative changes affecting time management and drive decision-making with internal stakeholders.
- Validate and approve time system configuration changes post-testing.
- Maintain and communicate time-related cut-off dates and inputs for the payroll calendar.
- Administer and approve non-standard work schedules, including face-to-face support and alignment with legal/work council agreements.
- Conduct monthly control and validation of working hours to ensure accuracy and completeness prior to the payroll run.
- Own the demand and change request management process for the time management system, including access rights administration.
- Coordinate and deliver country-specific time and attendance reporting needs.
- Ensure compliance with legal archiving requirements for time management data and documents.

Payroll Processing

- Monitor and interpret local legislative changes affecting payroll and drive decision-making with internal stakeholders.
- Validate and approve payroll system configuration changes post-testing.
- Maintain and communicate the payroll calendar, approve final payroll runs, and release salary payments.
- Interpret and validate garnishments, social declarations, and employee communications prior to submission or distribution.
- Review and audit payroll results, including year-end processing and



Job ID
REF87777W

Field of work
Human Resources

Location
Sun Prairie

Leadership level
Leading Self

Job flexibility
Onsite Job

Contact
Dominique Mason

Legal Entity
OESL Automotive USA LLC

general ledger files.

- Coordinate and support external and internal audits, including labor court or legal dispute documentation.
- Coordinate reporting and compliance documentation, including Risk Control Matrices (RCM) and internal control updates.
- Own the demand and change request management process for payroll systems, including system access right administration.

Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas, now or in the future, for this job opening.

Your profile

REQUIREMENTS

- Degree in Human Resources, Business Administration, Payroll, Finance, or related field.
- 3-5+ years of experience in HR operations, payroll, or shared services in a multinational setting.
- Experience working with HRIS and Payroll systems (e.g., SAP SuccessFactors, SAP HCM, Workday).
- Knowledge of Workforce Administration, Time Management, and Payroll processes.
- Understanding of local labor law, social security, tax regulations, and compliance/audit standards.

PERFERRED:

- Master's Degree
- 7 Plus years of Experience
- Knowledge of Workforce Administration,
- Experience in management of Payroll Vendors and governance

Our offer

WHY YOU SHOULD APPLY

- Immediate Benefits
- Paid Time Off
- Tuition & Employee Discounts
- Annual Bonus
- Employer 401(k) Match

All your information will be kept confidential according to EEO guidelines.

EEO-Statement:

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered,

you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to Careers@conti-na.com or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

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About us

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2023, Continental generated preliminary sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.

ContiTech, a division of Continental, is one of the world's leading suppliers of technical elastomer products and is a specialist in plastics technology. ContiTech develops and produces functional parts, components, and systems for machine and plant engineering, mining, the automotive industry, and other important industries