

Global Payroll M&A Project Partner

Job ID
REQ-10057679

7月 29, 2025

USA

摘要

Location: East Hanover, New Jersey (Hybrid)
#LI-Hybrid

Job Purpose

The Global Payroll M&A Project Partner - US and International Acquired Companies plays a critical role in leading payroll-related activities for company acquisitions, aligned with the Novartis People Services & Solutions (PS&S) M&A lifecycle framework. As Novartis continues to expand its presence through strategic acquisitions this role ensures seamless integration of payroll operations across newly acquired entities.

This position is based in the US within the Global Payroll, Time & Employment Tax value stream and functionally aligned with the People & Organization (P&O) M&A team to ensure strategic coordination.

Working in close collaboration with P&O Standards, Corporate Compliance, Global Rewards, and Novartis Finance and Tax, the role provides expert guidance on payroll governance and compliance requirements for integrated companies. It also supports knowledge sharing with internal and external partners, ensuring transparency and alignment with Novartis pay controls and compliance standards. A key responsibility of this role is to foster a culture of integrity and compliance across all P&O

activities - benefiting associates, partners, and patients alike.

About the Role

Major Accountabilities:

As the Global Payroll M&A Project Partner, you will be responsible for leading payroll-related activities during the acquisition and post-acquisition phases (integration or decommissioning) of acquired companies. Your core accountabilities include:

- **Governance & Framework Definition;**
Establish and uphold the governance model for payroll integration, including scope, service catalog, SLAs, and RACI matrices, ensuring consistent application throughout the lifecycle of each acquisition.
- **Payroll Integration Coordination;**
Collaborate with stakeholders from acquired entities to transition their payroll systems into Novartis platforms. This includes assessing existing structures, milestone payouts, and policies to ensure seamless integration.
- **Data Migration Oversight;**
Ensure secure, accurate, and complete transfer of employee payroll data from legacy systems to Novartis systems, maintaining data integrity and confidentiality.
- **Non-Integration Payroll Management;**
Manage payroll operations for entities not transitioning to Novartis systems. This includes overseeing quarterly and annual filings (e.g., W-2 issuance, W-2C corrections), and closing state/local withholding and unemployment accounts in affected jurisdictions and countries.
- **Vendor Management;**
Lead vendor selection processes (RFPs) for international scope and manage existing US payroll vendors. Define service scope, SLAs, conduct business reviews, and ensure effective service delivery.
- **Compliance Assurance;**
Ensure all payroll processes comply with applicable wage, hour, and tax laws, as well as Novartis Data Privacy and Protection standards. Collaborate with local P&O, Employee Relations, and Global Employment Tax teams to maintain regulatory alignment and adherence to Novartis NFCM controls.
- **Risk Mitigation & Issue Resolution;**
Investigate compliance issues with internal and external partners, develop corrective strategies, and drive resolution to restore compliant operations, with the stakeholders.
- **Project Management;**
Partner with project managers, business owners, service owners, vendors, and operations teams to execute payroll-related projects. Identify risks, propose solutions, and ensure timely delivery of integration milestones.
- **Employee Communication;**
Work with local P&O teams to develop and deliver clear communications to employees of acquired companies regarding payroll changes, addressing questions and concerns effectively.
- **Training & Enablement;**
Support training efforts for payroll teams in acquired companies, ensuring understanding and

- adoption of Novartis processes and systems in collaboration with local payroll teams.
- Payroll Data Audit & Oversight;
Review and validate payroll data from acquired entities for accuracy and completeness. Reconcile discrepancies and ensure data quality.
- Historical Records Transfer;
Lead the transfer of historical payroll records from acquired companies, ensuring proper documentation and accessibility for compliance and audit purposes.

What you will bring to the role:

- BA or Masters degree required. Discipline in Payroll processing, Human Resources, Business, Administration, or related is preferred.
- At minimum 10+ years of related experience from highly regulated organization, is required. Experience as a Payroll Global Expert demonstrated at a high level of competence in the field of payroll required. Expertise in understanding Global Payroll Requirements for Employment Taxation. US knowledge (Federal, State and Local wage and Tax laws affecting payroll) required.
- Must be able to maintain an overview of processing activities in the organization, with an ability to respond rapidly to business needs, identify issues, and develop effective and business-friendly solutions in line with the overall privacy program.
- Leadership skills to ensure NVS P&O US teams manage payroll and compliance responsibilities are timely, accurate, and complete. Experience effectively working through negotiations, using influencing, persuasion expertise and solid Project management skills required.
- Experience implementing local policies, procedures, and training programs according to the global framework in a complex environment. Must be able to adapt existing policies, procedures and programs to the new requirements. Experience in business cycle processes and ability to draw out business implications of compliance issues.
- Fluency in English required, excellent verbal and written communication skills, with strong collaboration and networking skills.

Preferred

- Experience payroll software used in the industry, such as ADP GlobalView, Paylocity, and Workday preferred.
- Certified Payroll Professional (CPP) from the American Payroll Association preferred.

The salary for this position is expected to range between \$ 119,700 and \$ 222,300 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life

and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

部门

People & Organization

Business Unit
Universal Hierarchy Node

地点
USA

状态
New Jersey

站点
East Hanover

Company / Legal Entity
U061 (FCRS = US002) Novartis Services, Inc.

Functional Area
Human Resources

Job Type
Full time

Employment Type
Regular

Shift Work
No

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