

Payroll Expert (Time & Attendance)

Job ID
REQ-10066019

11月 05, 2025

Czech Republic

摘要

The internal Title will be T&A Expert.

The T&A (Time&Attendance) Expert supports all Novartis associates in the DACH countries and particularly the HR population regarding T&A Service Delivery processes. The T&A Expert has to use SNOW ticketing tool in order to ensure compliance (documentation of all data change requests) and to be in the Moby chatbot as well as Cisco telephony ring.

Location: Hybrid based in Prague, Czech Republic
#LI-Hybrid

About the Role

Key responsibilities:

- Continuously check the open tickets, answers question over the Moby chatbot and provide telephony accident support
- Ensure adherence to relevant labour law
- Ensure adherence to Novartis policies & guidelines
- Ensure delivery of the T&A Tier-1 Service Delivery for all Novartis employees in the DACH countries (1st level support)
- Ensure that scheduled T&A reporting is delivered according needs, quality and time.
- Respect and work according to the global T&A system governance and regulations
- Interacts with the 2nd level support in the DACH countries (T&A Tier-2 SD Expert) for further problem solving.
- Support project with testing activities when required.
- Anticipation and response to the needs of the HR and customer organizations.
- Respects and works according to the global T&A system governance and regulations.

Essential Requirements:

- Apprenticeship and further education in HR and T&A modules.
- Fluent English and German
- Experienced user of T&A modules
- Work in a support environment with pressure (hotline and tickets)
- Strong knowledge of T&A Service Delivery
- Ability to work within a team in a and own initiative
- good communication and interpersonal skills

Commitment to Diversity and Inclusion / EEO paragraph

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Accessibility and Accommodation:

Prague: Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Local benefits

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program - choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card

Find out more about Novartis Business Services: <https://www.novartis.cz/>

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>

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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>

部门
People & Organization

Business Unit
Universal Hierarchy Node

地点
Czech Republic

站点
Prague

Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area
Human Resources

Job Type
Full time

Employment Type
Regular

Shift Work
No

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