

Payroll Services Expert

Job ID
REQ-10074694

4月 16, 2026

India

摘要

Support the development and continuous improvement of payroll processes, principles, and guidelines by coordinating data analysis and evaluation to enable effective implementation and ongoing maintenance of in-scope services.

About the Role

Key Requirements:

- Support the team in translating Payroll strategic objectives into operational execution and measurable outcomes.
- Reconcile payroll data across systems, identify discrepancies, document findings, and maintain control and audit processes.
- Provide guidance and practical support to implement payroll processes and standards across services, operations, and continuous improvement; deliver consulting and training to

customers and users.

- Manage standard payroll service requests by answering questions, resolving issues when possible, and coordinating with next-level support or subject-matter experts for complex cases.
- Track and monitor service requests and troubleshooting activities; analyze error messages and user inquiries to determine root causes and next steps.
- Support the evaluation of payroll services and processes in scope, including performance, compliance, and improvement opportunities.
- Contribute to payroll services projects at country or business unit level, supporting planning, execution, and delivery.

Essential Requirements:

- 3-4 years proven experience in Payroll, HR, Rewards or similar
- Working knowledge with Payroll or SAP Systems - ADP is highly preferred, but not mandatory.
- University degree

Desirable requirements:

- Customer focused solutions, Proactive thinking and Problem solving
- Proficiency in Excel

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部门

People & Organization

Business Unit

Human Resources

地点
India

站点
Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Human Resources

Job Type
Full time

Employment Type
Regular

Shift Work
No

```
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showSpeedMenu: false }, css : "/modules/custom/arcticnckalturaaddon/css/kalturavideo.css",
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
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(KalturaPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", //
Default: bottom;('left', 'right', 'top', 'bottom') to enable transcript. expandMode: "over", // Default:
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kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
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media. kalturaPlayer.loadMedia({entryId: "1_dgfvmafo"}); } catch (e) { console.error(e.message) }
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