



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

Corporate Announcement

EXAMINATION ANNOUNCEMENT NO. 26-091

POSITION:	Payroll Specialist	OPENING DATE:	<u>07/20/2026</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>07/24/2026</u>
SALARY:	\$30,823.52 - \$37,467.04 P/A		
PAY LEVEL:	05/01 – 05/05		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> General Accounting, Payroll Office, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Under the general supervision of the Comptroller and the direct supervision of the Payroll Supervisor, the incumbent is primarily responsible for reviewing, computing and entering of all time and attendance for Commonwealth Healthcare Corporation (CHCC) in a timely manner. Ensures the entry of all leave adjustments, retro adjustments and other adjustments, requiring computation.

DUTIES:

- Prepares and computes time and attendance for employees in CHCC, Rota Health Center (RHC), Lucia "Chiang" Villagomez Arizapa Health Center (LCVAHC), and Public Health Services (Federal Staff) and enters on summary timesheet and enters all information in the payroll system.
- Works on special projects as assigned by Payroll Supervisor.
- Prepares timecards for all the administrative staff.
- Runs and edits reports of all time and attendance entered into the payroll system.
- Enters all allotments, net to bank and W4 information into the payroll system.
- Prepares manual payroll computation for employees that missed regular payroll.
- Manually calculates Chapter 7, Chapter 2, FICA, Medicare, Retirement (both employee and employers share, Group Life Insurance).
- Undergoes on-the-job training for running the payroll.
- Manually calculates regular hours and overtime payment from the effective dated to present.
- Answers questions for employees regarding issue with payroll.
- Keeps accurate files of timesheets, timecards, leave forms and overtime (OT) justification.
- Enters Travel Advance into payroll system.
- Assists in preparing advance W2's for revenue and tax.
- Participates in the new employee orientation explaining the payroll package.
- Inputs new information for new employees in the biometric system.
- Registers new employees into the biometric system.
- Scan all time cards, time sheets and leave forms etc. upload it to drive.
- Computes retro adjustment payments that entails the computation of the effective date of the Notice of Personnel Action (NOPA) and ensure accurate computation.
- Computes leave adjustments and enters in system accordingly.
- Computes bonuses, housing and transport for locum employees.
- Computes and manually enter leave benefits in the payroll system for part-time employees.
- Review employee exit clearance and determines and calculates if the employee owes through annual leave deduction.
- Performs other related duties as assigned.

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

QUALIFICATION REQUIREMENTS:

Education: Any combination equivalent to graduation from an accredited college or university with an Associate's degree in accounting and/or business administration.

Experience: Plus, four (4) years of experience in public autonomous payroll system.

KNOWLEDGE/SKILL/ABILITIES:

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Computation of Time and Attendance – Knowledge of Human Resources (HR) Rules and Regulations with regards to leave and payroll policies.
- Computation of Annual Leave Adjustments – Knowledge of how to compute and enter into payroll system.
- Computation of Retro Salary Adjustments – Knowledge of how to compute by effective date and compute accurately.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Knowledge of Payroll and HR terminology.
- Practical knowledge of record-keeping and scanning of all timesheets.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is **“Non-Exempt”** or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer's business requirement and/or by the demands of the employee's job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu' St., Garapan, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)

E-mail: apply@chcc.health

Direct Line: (670) 234-8951 ext. 3444/3410/3427/3583/3584

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

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Note: Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.

Corporation Announcement is open only to current employees of the Commonwealth Healthcare Corporation

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