



# TORO Analysis of Production, Planning, and Expediting Clerks to Payroll and Timekeeping Clerks

## INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Production, Planning, and Expediting Clerks	43-5061.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Payroll and Timekeeping Clerks	43-3051.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

## OUTPUT SECTION:

Grand TORQ:



91

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	93	Level	93	Level	88

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Mathematical Reasoning	48	16	68	Time Management	63	10	83	Clerical	79	13	80
Near Vision	57	7	65	Mathematics	60	1	77				
Oral Expression	57	4	68	Active Listening	66	1	74				
Written Comprehension	55	4	62								
Information Ordering	46	2	75								
Deductive Reasoning	50	2	65								

LEVEL and IMPT (IMPORTANCE) refer to the Target Payroll and Timekeeping Clerks. GAP refers to level difference between Production, Planning, and Expediting Clerks and Payroll and Timekeeping Clerks.

## ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Production, Planning, and Expediting Clerks	Payroll and Timekeeping Clerks	Importance
Information Ordering	44	46	75
Oral Comprehension	55	53	68
Oral Expression	53	57	68
Problem Sensitivity	46	41	68
Mathematical Reasoning	32	48	68



Deductive Reasoning	48	50	65
Near Vision	50	57	65
Written Comprehension	51	55	62
Speech Recognition	44	39	62
Speech Clarity	44	39	62
Written Expression	50	44	56
Inductive Reasoning	44	44	53
Selective Attention	37	37	53
Category Flexibility	41	41	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Production, Planning, and Expediting Clerks	Payroll and Timekeeping Clerks	Importance
Time Management	53	63	83
Reading Comprehension	65	64	77
Mathematics	59	60	77
Active Listening	65	66	74
Speaking	62	61	74

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Production, Planning, and Expediting Clerks	Payroll and Timekeeping Clerks	Importance
Clerical	66	79	80

Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Production, Planning, and Expediting Clerks	Payroll and Timekeeping Clerks	Description	Production, Planning, and Expediting Clerks	Payroll and Timekeeping Clerks
10+ years	5%	0%	Doctoral	0%	0%
8-10 years	0%	0%	Professional Degree	0%	0%
6-8 years	4%	6%	Post-Masters Cert	0%	0%
4-6 years	21%	1%	Master's Degree	4%	0%
2-4 years	19%	32%	Post-Bachelor Cert	0%	0%
1-2 years	9%	25%	Bachelors	12%	8%
6-12 months	34%	17%	AA or Equiv	20%	3%
3-6 months	1%	5%	Some College	10%	28%
1-3 months	1%	1%	Post-Secondary Certificate	7%	16%
0-1 month	0%	0%	High School Diploma or GED	44%	41%
None	2%	10%	No HSD or GED	0%	0%



Production, Planning, and Expediting Clerks	Payroll and Timekeeping Clerks
<b>Most Common Educational/Training Requirement:</b>	
Short-term on-the-job training	Moderate-term on-the-job training
<b>Job Zone Comparison</b>	
<p><b>2 - Job Zone Two: Some Preparation Needed</b></p> <p>Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a teller might benefit from experience working directly with the public, but an inexperienced person could still learn to be a teller with little difficulty.</p> <p>These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.</p> <p>Employees in these occupations need anywhere from a few months to one year of working with experienced employees.</p>	<p><b>3 - Job Zone Three: Medium Preparation Needed</b></p> <p>Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.</p> <p>Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.</p> <p>Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.</p>

## Tasks

Production, Planning, and Expediting Clerks	Payroll and Timekeeping Clerks
Core Tasks	Core Tasks
<p>Generalized Work Activities:</p> <ul style="list-style-type: none"> <li>• Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>• Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</li> <li>• Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.</li> <li>• Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.</li> <li>• Monitor Processes, Materials, or Surroundings - Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.</li> </ul>	<p>Generalized Work Activities:</p> <ul style="list-style-type: none"> <li>• Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.</li> <li>• Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.</li> <li>• Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.</li> <li>• Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>• Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.</li> </ul>
Specific Tasks	Specific Tasks
<p>Occupation Specific Tasks:</p> <ul style="list-style-type: none"> <li>• Arrange for delivery, assembly, and distribution of supplies and parts in order to expedite flow of materials and meet production schedules.</li> <li>• Calculate figures such as required amounts of labor and materials, manufacturing costs, and wages, using pricing schedules, adding machines, calculators, or computers.</li> <li>• Compile and prepare documentation related to production sequences,</li> </ul>	<p>Occupation Specific Tasks:</p> <ul style="list-style-type: none"> <li>• Compile employee time, production, and payroll data from time sheets and other records.</li> <li>• Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate departments.</li> <li>• Complete time sheets showing employees' arrival and departure times.</li> <li>• Complete, verify, and process forms and documentation for administration of benefits such as pension plans, and</li> </ul>



- transportation, personnel schedules, and purchase, maintenance, and repair orders.
- Compile information, such as production rates and progress, materials inventories, materials used, and customer information, so that status reports can be completed.
- Confer with department supervisors and other personnel to assess progress and discuss needed changes.
- Confer with establishment personnel, vendors, and customers to coordinate production and shipping activities, and to resolve complaints or eliminate delays.
- Contact suppliers to verify shipment details.
- Distribute production schedules and work orders to departments.
- Establish and prepare product construction directions and locations, and information on required tools, materials, and equipment, numbers of workers needed, and cost projections.
- Examine documents, materials, and products, and monitor work processes, in order to assess completeness, accuracy, and conformance to standards and specifications.
- Maintain files such as maintenance records, bills of lading, and cost reports.
- Plan production commitments and timetables for business units, specific programs, and/or jobs, using sales forecasts.
- Provide documentation and information to account for delays, difficulties, and changes to cost estimates.
- Record production data, including volume produced, consumption of raw materials, and quality control measures.
- Requisition and maintain inventories of materials and supplies necessary to meet production demands.
- Review documents such as production schedules, work orders, and staffing tables to determine personnel and materials requirements, and material priorities.
- Revise production schedules when required due to design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management, marketing, sales, production, and engineering.

Detailed Tasks

Detailed Work Activities:

- arrange delivery schedules
- compile equipment operational data
- complete record of production
- confer with customer representatives
- confer with engineering, technical or manufacturing personnel
- confer with vendors

unemployment and medical insurance.

- Compute wages and deductions, and enter data into computers.
- Coordinate special programs, such as United Way campaigns, that involve payroll deductions.
- Distribute and collect timecards each pay period.
- Issue and record adjustments to pay related to previous errors or retroactive increases.
- Keep informed about changes in tax and deduction laws that apply to the payroll process.
- Post relevant work hours to client files to bill clients properly.
- Prepare and balance period-end reports, and reconcile issued payrolls to bank statements.
- Process and issue employee paychecks and statements of earnings and deductions.
- Provide information to employees and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.

Detailed Tasks

Detailed Work Activities:

- compile data for financial reports
- compute financial data
- compute taxes
- enter time sheet information
- fill out business or government forms
- maintain balance sheets
- maintain records, reports, or files
- prepare reports
- prepare tax reports
- process payroll documents, records, or checks
- reconcile or balance financial records
- use computers to enter, access or retrieve data
- use oral or written communication techniques

Technology - Examples

Accounting software

- Intuit Quicken software



- coordinate production materials, activities or processes
- direct and coordinate activities of workers or staff
- estimate materials or labor requirements
- examine documents for completeness, accuracy, or conformance to standards
- examine products or work to verify conformance to specifications
- fill out business or government forms
- maintain inventory of office forms
- maintain records, reports, or files
- manage inventories or supplies
- monitor materials or supplies
- operate business machines
- provide customer service
- read work order, instructions, formulas, or processing charts
- relay information to proper officials
- requisition stock, materials, supplies or equipment
- use computers to enter, access or retrieve data
- use oral or written communication techniques

Technology - Examples

Accounting software

- Peachtree Premium Accounting for Manufacturing

Analytical or scientific software

- KAPES software
- Micro Estimating FabPlan
- MFI Systems Costimator JS

Calendar and scheduling software

- Workbrain Employee Scheduling

Data base reporting software

- InetSoft software
- Tuppas software

Enterprise resource planning ERP software

- Epicor Vantage
- Exact Software Macola ES
- Geac MPC Production
- Maynard PlanStaff Manager (enterprise resource planning ERP feature)
- MicroStrategy Report Services

Compliance software

- BSI ComplianceFactory

Data base user interface and query software

- Data entry software
- Microsoft Access

Electronic mail software

- Email software
- Microsoft Outlook
- Novell GroupWise

Human resources software

- ADP Enterprise HRMS
- API Navigator
- Human Resource MicroSystems HR Entre
- Sage Software Abra HRMS

Internet browser software

- Netscape Navigator
- Web browser software

Office suite software

- Microsoft Office

Presentation software

- Microsoft PowerPoint

Spreadsheet software

- Microsoft Excel
- Spreadsheet software

Time accounting software

- ADP eTIME
- ADP PC/Payroll
- Automated payroll software
- Automated timekeeping software
- BMH Open4 Payroll
- CyberShift Workforce Management 3G Time and Attendance
- EBS On Line InstaPay
- Galaxy Technologies TimeStar Enterprise
- Jantek Jupiter Time Attendance
- Kronos Workforce Payroll



- PRONTO XI

- SAP software

- SYSPRO software

Financial analysis software

- Cost estimation software

Human resources software

- Maynard PlanStaff Manager (human resources feature)

- Questek Humanis

Industrial control software

- Honeywell Wintress PACNet

Inventory management software

- Accvission ABMS

- iCode Everest

- RyTech Inventory Control Software

Materials requirements planning logistics and supply chain software

- ABB Production Planning software

- ADi SmartBOL

- Applied Software Technologies Asset Maintenance and Materials Management System

- Asprova software

- Bills of lading software

- Concept 3000 software

- Creo Synapse Upfront

- DM2 Bills of Lading Software

- eLading Bill of Lading Software

- Enterprise Logix software

- ERP INDUSTRIOS Material Planning

- Factory Edge MRP

- Giraffe Production Systems software

- Ingenious ProPlan

- Ingenious ProSched

- InteProc Material Requirements Planning

- Interwave Technology RS Bizware Scheduler

- Lamar Info Net

- Mangrove Software HR20

- Microsoft Great Plains Personal Data Keeper

- NuView EBS

- Oracle PeopleSoft Payroll for North America

- Paychex Preview

- PDS Vista

- RSM McGladrey Clear Pay

- SAP Americas mySAP ERP Human Capital Management HCM

- TimePlus Payroll

- Ultimate Software UltiPro Workforce Management

- Unitime Systems Software

- Virtual Software Virtual Timecard

- WorkForce Software EmpCenter Time and Attendance

Word processing software

- Microsoft Word

- Word processing software

Tools - Examples

- 10-key calculators

- Desktop computers

- Computer terminals

- Personal computers



- LSA Visual DBR
- LSA Visual Easy Lean
- Made2Manage Supply Chain Management
- Niku Clarity
- Oracle Flow Manufacturing
- Oracle Manufacturing Scheduling
- Pelion manufacturing process optimization MPO software
- Pivotal Z Prestige Scheduler
- PMC KanbanSIM
- Preactor APS
- Preactor Finite Capacity Scheduling
- Production scheduling and planning software
- RSS Solutions NaView
- Sage MAS 90
- Sage Timberline Office software
- Stratford Group INMASS/MRP
- Waterloo Hydrogeologic TACTIC

#### Procurement software

- Aestiva Purchase Order

#### Spreadsheet software

- Microsoft Excel

#### Time accounting software

- Work Technology WorkTech Time
- Workbrain Time and Attendance

#### Word processing software

- Microsoft Word

#### Tools - Examples

- Desktop computers
- Notebook computers
- Personal computers
- Scanners

## Labor Market Comparison



Description	Production, Planning, and Expediting Clerks	Payroll and Timekeeping Clerks	Difference
Median Wage	\$ 38,490	\$ 30,470	\$( 8,020)
10th Percentile Wage	\$ 27,320	\$ 22,470	\$( 4,850)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 47,000	\$ 35,970	\$( 11,030)
90th Percentile Wage	\$ 57,580	\$ 40,700	\$( 16,880)
Mean Wage	\$ 40,730	\$ 31,260	\$( 9,470)
Total Employment - 2007	1,320	650	-670
Employment Base - 2006	1,287	672	-615
Projected Employment - 2016	1,279	649	-630
Projected Job Growth - 2006-2016	-0.6 %	-3.4 %	-2.8 %
Projected Annual Openings - 2006-2016	35	17	-18

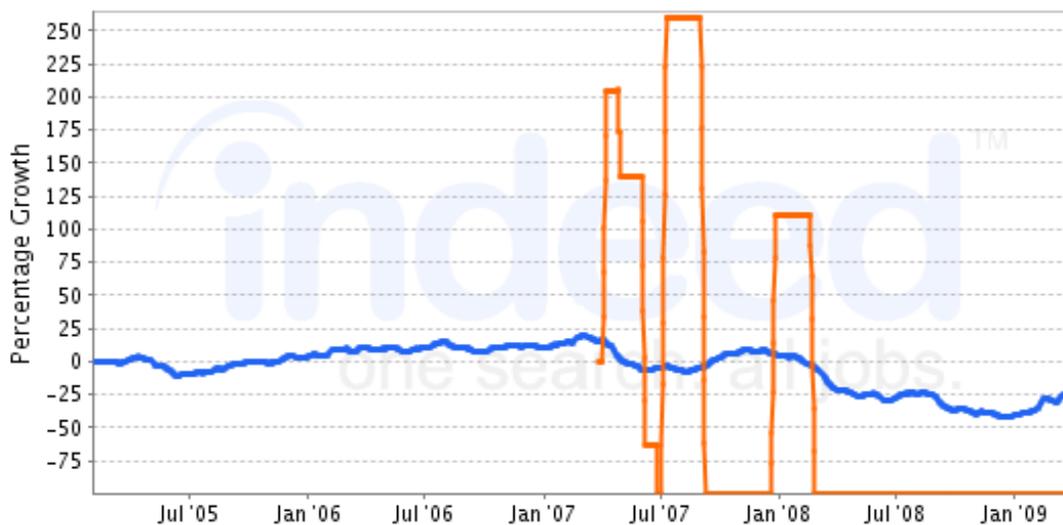
### National Job Posting Trends

Trend for Production, Planning, and Expediting Clerks

Trend for Payroll and Timekeeping Clerks

#### Job Trends from Indeed.com

— Production Planning and Expediting Clerk — Payroll Clerk



Data from [Indeed](http://Indeed.com)

### Recommended Programs



## Accounting Technician

Accounting Technology/Technician and Bookkeeping. A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	<a href="http://www.cmcc.edu">www.cmcc.edu</a>
Kennebec Valley Community College	92 Western Ave	Fairfield	<a href="http://www.kvcc.me.edu">www.kvcc.me.edu</a>
University of Maine at Machias	9 O'Brien Ave	Machias	<a href="http://www.umm.maine.edu">www.umm.maine.edu</a>
Northern Maine Community College	33 Edgemont Dr	Presque Isle	<a href="http://www.nmcc.edu">www.nmcc.edu</a>

## Maine Statewide Promotion Opportunities for Production, Planning, and Expediting Clerks

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
43-5061.00	Production, Planning, and Expediting Clerks	100	2	1,320	\$38,490.00	\$0.00	-1%	35
43-4011.00	Brokerage Clerks	90	3	270	\$39,120.00	\$630.00	-13%	8
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	90	3	920	\$45,210.00	\$6,720.00	-2%	21
13-2053.00	Insurance Underwriters	89	3	460	\$56,090.00	\$17,600.00	-1%	12
43-6011.00	Executive Secretaries and Administrative Assistants	89	3	3,330	\$38,830.00	\$340.00	6%	76
13-1072.00	Compensation, Benefits, and Job Analysis Specialists	87	4	770	\$43,900.00	\$5,410.00	8%	23
11-9131.00	Postmasters and Mail Superintendents	87	3	420	\$55,200.00	\$16,710.00	-5%	10
13-1051.00	Cost Estimators	87	4	750	\$44,990.00	\$6,500.00	14%	25
43-5011.00	Cargo and Freight Agents	87	2	170	\$40,360.00	\$1,870.00	5%	5
19-3021.00	Market Research Analysts	86	4	200	\$49,960.00	\$11,470.00	3%	2
11-3031.02	Financial Managers, Branch or Department	86	4	2,440	\$67,670.00	\$29,180.00	7%	58
11-9141.00	Property, Real Estate, and Community Association Managers	86	3	390	\$43,920.00	\$5,430.00	14%	19



13-1031.01	Claims Examiners, Property and Casualty Insurance	86	3	1,570	\$49,360.00	\$10,870.00	3%	44
13-2021.01	Assessors	86	3	390	\$41,840.00	\$3,350.00	8%	20
13-2041.00	Credit Analysts	86	4	230	\$38,740.00	\$250.00	-9%	9

### Top Industries for Payroll and Timekeeping Clerks

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Accounting, tax preparation, bookkeeping, and payroll services	541200	8.45%	18,059	23,560	30.46%
Management of companies and enterprises	551100	5.64%	12,037	12,489	3.75%
Local government, excluding education and hospitals	939300	5.51%	11,780	11,910	1.10%
Employment services	561300	4.85%	10,350	11,790	13.91%
Elementary and secondary schools, public and private	611100	4.67%	9,971	9,457	-5.16%
General medical and surgical hospitals, public and private	622100	2.25%	4,805	4,788	-0.36%
Automobile dealers	441100	2.21%	4,730	4,830	2.10%
Nursing care facilities	623100	2.13%	4,543	4,444	-2.19%
Plumbing, heating, and air-conditioning contractors	238220	1.61%	3,441	3,497	1.63%
Federal government, excluding postal service	919999	1.57%	3,355	2,855	-14.92%
Colleges, universities, and professional schools, public and private	611300	1.48%	3,152	3,173	0.69%
Electrical contractors	238210	1.43%	3,053	2,881	-5.63%
General freight trucking	484100	1.29%	2,750	2,800	1.80%
Other specialty trade contractors	238900	1.27%	2,711	2,697	-0.53%
Nonresidential building construction	236200	1.26%	2,700	2,723	0.84%

### Top Industries for Production, Planning, and Expediting Clerks

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Management of companies and enterprises	551100	3.08%	9,023	10,402	15.28%
Aerospace product and parts manufacturing	336400	2.55%	7,452	7,590	1.84%
Warehousing and storage	493100	2.49%	7,296	9,745	33.57%
Motor vehicle parts manufacturing	336300	2.48%	7,273	5,790	-20.39%
Postal service	491100	2.25%	6,581	6,700	1.80%
Advertising and related services	541800	2.10%	6,149	6,938	12.83%



Printing and related support activities	323100	2.06%	6,024	4,773	-20.77%
General medical and surgical hospitals, public and private	622100	2.02%	5,909	6,541	10.71%
Semiconductor and other electronic component manufacturing	334400	1.89%	5,527	4,831	-12.59%
Wired telecommunications carriers	517100	1.75%	5,133	4,030	-21.49%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	1.75%	5,130	4,912	-4.26%
Federal government, excluding postal service	919999	1.73%	5,061	4,784	-5.47%
Plastics product manufacturing	326100	1.67%	4,880	5,172	6.00%
Management, scientific, and technical consulting services	541600	1.63%	4,761	8,500	78.52%
Employment services	561300	1.27%	3,724	4,713	26.56%