

## ***FirstEnergy***

We are a forward-thinking electric utility powered by a diverse team of employees committed to making customers' lives brighter, the environment better and our communities stronger.

FirstEnergy Corp. (NYSE: FE) is dedicated to safety, reliability, and operational excellence. Headquartered in Akron, Ohio, FirstEnergy Corp. includes one of the nation's largest investor-owned electric systems with more than 24,000 miles of transmission lines that connect the Midwest and Mid-Atlantic regions.

### ***About the Opportunity***

This is an open position with FirstEnergy Service Company, a subsidiary of FirstEnergy Corp.

The Time HR Rep is responsible to perform various time-related activities to support the payroll and time function of Corporate Human Resources.

The Time team is responsible for the accurate and timely administration of the company timekeeping processes in compliance with all federal and state laws and regulations, as well as providing oversight and development of time related company processes and policies. The team is also responsible for ensuring the time administration system configuration reflects the needs of the client community and generate accurate and compliant time records for employees. They provide advice and support to HR personnel and timekeepers, as well as assist internal and external customers.

This position reports to the Manager, Payroll and Time. The ability to work remotely within the United States may be available based on business needs.

### **Responsibilities include:**

- Oversee the design, implementation and administration of time related programs, policies, and guidelines
- Serve as thought leader in the time team as well as mentor and coach team members
- Understand and provide recommendations around the strategy of timekeeping across the organization, with an emphasis on continuous improvement
- Consult with HR and internal customers on time practices and processes
- Proactively identify time related issues and develop thoughtful solutions
- Ability to research complex time issues and provide resolution to questions from customers
- Understand and oversee the end-to-end processing of time
- Demonstrate high level of knowledge around the Oracle HCM time administration system and time codes/absence quotas
- Drive educational and communication efforts throughout the organization related to time practices
- Engage in discussions around time system configuration, maintenance, and testing
- Work in partnership with Labor Relations to understand and interpret union contracts related to time keeping
- Understand the upstream processes that feed the system and how the data flows into the overall process
- Understands the downstream implications of time to other parts of the organization and employees, such as to finance and how labor is allocated
- Maintain positive relationship with timekeepers across the organization

- Maintain positive relationships with other parts of the organization, such as IT, work management, finance, and audit
- Provide oversight to the timecard approval process
- Complete complex time reporting and auditing
- Review and resolve errors that occur between Oracle HCM and other systems
- Provide excellent customer service

**Qualifications include:**

- Bachelor's degree in Business or related discipline preferred with minimum 4 years of relevant experience required. In lieu of degree, minimum 7 years relevant work experience is required. Relevant work experience includes experience in time administration, Employee Relations, or analytical experience.
- Proficient in Microsoft Office applications (Excel, Word, PowerPoint).
- Proficient in Oracle preferred with the ability to generate reports and analyze large quantities of data
- Ability to develop creative solutions to solve problems
- Able to manage and prioritize multiple work assignments while maintaining a strong attention to detail
- Advanced written and verbal communication skills
- Ability to handle complicated processes
- Strong sense of customer service and ability to be proactive with customer needs
- Strong ability to multitask and be flexible
- Ability to handle confidential information

**Benefits, Compensation & Workforce Diversity**

At FirstEnergy, employees are key to our success. We depend on their talents to meet the challenges of our changing business environment. We are committed to rewarding individual and team efforts through our total rewards philosophy which includes competitive pay plus incentive compensation, a company-sponsored pension plan, 401(k) savings plan with matching employer contribution, a choice of medical, prescription drug, dental, vision, and life insurance programs, as well as skills development training with tuition reimbursement. Please visit our website at [www.firstenergycorp.com](http://www.firstenergycorp.com) to learn more about all of our employee rewards programs. FirstEnergy proudly supports workforce diversity. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. No recruiters or agencies without a previously signed contract. Unable to sponsor or transfer H-1B visas at this time.

**Safety**

Safety is a core value for FirstEnergy and is essential to all of our business activities. We ensure employees have the tools, information, and processes to perform their duties in a manner that assures safety for themselves, their co-workers, our customers and the public. Our goals are to provide a safe work environment, to maintain an accident-free, injury-free workplace, and to promote and maintain public safety. To meet these goals, we dedicate ourselves to achieving world-class safety standards.