

NORTHERN INDIANA PUBLIC SERVICE COMPANYJob DescriptionClerical Payroll RepresentativeEntire CompanyA. Duties:

Under general supervision, perform all types of payroll processing work.
Perform duties such as:

1. Prepare and enter time to the ATR system. Review and post daily time tickets and verify for accuracy. Close pay periods to initiate payments. Enter and request payroll corrections as needed.
2. Process Sick Leave authorizations to initiate payment in a timely manner.
3. Assist in providing hours worked for FMLA and sick leave claims. Provide FMLA usage, as recorded on employee timesheet.
4. Calculate hours worked, premium time, bonuses and lost overtime opportunities for wage loss verification and for grievance settlements.
5. Originate Human Resources Action Form (HRAF) and/or Personal Action Notice (PAN) forms and make changes to PeopleSoft for employee changes including, but not limited to, bids, bumps, recalls, step increases, additions and removals. Make PeopleSoft entries to initiate benefit class changes, pay changes, changes in supervisors, vacation and HRI number changes.
6. Prepare and maintain weekly report of overtime standing and distribute electronically to various departments, ensuring their timely distribution. Perform annual roll-back of overtime standings as prescribed in the collective bargaining agreements.
7. Track all overtime costs and provide reports upon request for Capital and O&M budget reconciliation.
8. Prepare HR action forms and distribute for retirements, transfers, upgrades and other employee movements.
9. Prepare and maintain permanent employee files.
10. Enter expenses to Employee Reimbursement System as needed.
11. Maintain department files and records, both electronic and hard copy. Ensure records are maintained properly, including retention and destruction of records according to Sarbanes/Oxley requirements.

12. Prepare vacation requests for departments for new vacation year. Track and maintain records for vacation reconciliation. Reconcile vacations, and enter and request corrections.
13. Receive and process employee's inquiries for payroll problems, address changes, direct deposits, deductions, benefits, and all related payroll functions.
14. Prepare 1040 Hour Reports for departments, Summary Reports, Tail End Reports, and all related reports according to prescribed procedures, using existing or new systems.
15. Prepare and distribute Seniority Lists per the timelines prescribed in the collective bargaining agreements.
16. Track all charges for storm restoration and job orders for Construction Line Department.
17. Perform miscellaneous clerical functions such as typing and filing, opening and distributing mail.
18. Receive and relay messages.
19. Perform duties in accordance with the Company's procedures, practices, and safety rules.
20. Report irregularities and abnormal conditions.
21. Direct the work of one or two employees assigned to assist.
22. Assist in the training of other employees.
23. Perform similar or less skilled work in this classification or, when the diversity of the work load requires, perform similar or less skilled work in equal or lower classifications.

B. Qualifications:

Meet the Company's requirements as to General Qualifications, and meet the following:

1. High school education or the equivalent.
2. Have ability to operate a computer, adding machine, calculator, shredder and reproduction and facsimile equipment.
3. Have the ability to acquire a thorough working knowledge of various software, including but not limited to Maximo and Microsoft Access, Excel, and Word.
4. Have the ability to deal with both external and internal customers in an intelligent, tactful and courteous manner.

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ADDENDUM

It is understood by the Company and Bargaining Unit that this position carries a negotiated rate of Labor Grade 11 with five (5) steps as described in Schedule A on page 117, effective 6/1/2009.

Approved by the Company and Union
May 22, 2009

Job # 2120

DJR Bills

For the Company

Sharon Brent Howard

For the Company

Karen Bryan

For the Union

Sharon Hubertow

For the Union