



## **JOB DESCRIPTION**

Salary Grade: 6 CUPE 1328
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**Job Title:**  
**Payroll Clerk**

### **PRIMARY FUNCTION**

The primary function of this job is to facilitate the administration of Payroll, in compliance with Payroll related legislation, collective agreements, and Board policies and procedures. The tasks assumed by the incumbent will vary (within the role description of a “Payroll Clerk”) according to the assigned area of responsibilities.

### **MAIN RESPONSIBILITIES**

1. Accurately process the assigned payroll data following established procedures each pay period, by:
  - analyzing and auditing payroll results on a bi-weekly basis
  - executing SAP generated reports and queries to assist in the validation of payroll results
  - calculating salary overpayments
  - online transactional input/edits of payroll changes (e.g. mileage expenses, credit union, overtime, charitable donations, allowances, etc.)
  - validating mandatory, statutory, and voluntary deductions.
2. Performs duties relating to the function of the Payroll Department by
  - validating payments with bi-weekly reports to be forwarded to various third parties (Union Dues, Charities, Associations, etc.)
  - processing Garnishments, Family Support Payments
  - setting up Deferred Salary Plan deductions and maintaining DSP payments and withdrawals
  - calculating and issuing individual and mass Records of Employment utilizing the WEB ROE

- administering pay or manual YTD adjustments on earnings to ensure T4, T4A, gratuity data integrity
  - recovering salaries for staff on loan to government agencies, teacher associations, union locals, etc. by preparing invoices and related forms as directed.
3. Receives requests for payroll information from government agencies, Unions, etc. and processes by:
- searching on-screen and microfilmed/fiched payroll records for required data
  - preparing calculations as required
  - completing “Records of Employment”, and various EI benefits questionnaires for staff on leaves, and, eligible teaching and support staff for Christmas, March and Summer breaks.
4. Responds to e-mail, telephone and in-person enquiries by:
- providing information regarding discrepancies in salary payments, total sick days, Absence Reports, etc., as requested by employees, government agencies, etc.
  - referring an involved enquiry to appropriate staff member for response.
5. Drafts and prepares correspondence for supervisor’s signature by:
- receiving letters (e.g. from lawyers) regarding an individual’s loss of sick days and wages, drafting an appropriate response
  - requesting copies of payroll records from microfilm department and searching for required information
  - preparing standard letters regarding number of accumulated sick days credit for staff who have resigned
  - receiving listing from Human Resources for sick leave gratuity payments for retiring teaching and support staff, confirming accuracy of calculations, preparing cheque requisitions, drafting covering letter and forwarding to staff as required.
6. Performs other duties as assigned or required such as:
- assisting with departmental projects/peak workload as required
  - supporting the secretarial desk duties on a rotational basis for breaks and lunch as scheduled, etc.

**SKILL**

- 2-year College Diploma in Accounting/Payroll or related field/equivalent
- 1 – 2 years related experience

**EFFORT**

- Complexity of the job is in ensuring accuracy of the high volume of calculations and computer transactions, locating and resolving individual's problems (i.e. cause of error) within payroll deadlines. Complexity in identifying appropriate payroll applications of a wide variety of policies and procedures, applicable government laws, collective agreements and keeping abreast in compliance with the continual changes and processes.
- Visual concentration and manual dexterity when working on the computers.

**RESPONSIBILITY**

- Independence of action in analysing and auditing payroll results/online transactional input/edits, and, recognizing need to perform a variety of calculations and data entry adjustments as required. Independence of action in collecting, reconciling and processing payments such as union dues, garnishments, etc.
- Errors could result in overpayments/underpayments to employees which reflect the efficiency of the department; late remittances to government agencies resulting in monetary penalties to the Board, etc.
- Contacts are with Board staff which may require to assist upset individuals regarding salary information. Contacts with government agencies to exchange information

**WORKING CONDITIONS**

- Open office concept environment with limited space and little privacy.
- Stress from time pressures due to weekly deadlines and workload. Limited control over interruptions (such as high volume of calls).