



Provincial Job Description

TITLE:
(531) Payroll Assistant

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs and assists in a variety of payroll, benefits and clerical duties in accordance with departmental and legislative requirements.

QUALIFICATIONS:

- ◆ Office Administration Certificate
 - Plus CPA Compliance Payroll Legislation and CPA Payroll Fundamentals 1

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Accounting skills
- ◆ Analytical skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** Nine (9) months previous experience performing payroll and accounting functions in a computerized payroll environment.

KEY ACTIVITIES:

A. Payroll Processing

- ◆ Verifies and processes employee shift information/scheduling data for payroll processing.
- ◆ Performs various audits/corrections of payroll data prior to processing.
- ◆ Create, audit and submit Record of Employments to Service Canada.
- ◆ Audit payroll reports and make required correction entries.
- ◆ Reconcile and update employee accrual banks.
- ◆ Provide verification of employment documentation.
- ◆ Calculates hours worked for various licensing bodies (e.g., CLPNS).
- ◆ Reviews/correct uploaded information to ensure validity/accuracy.
- ◆ Determine and input deferred salary criteria for processing.
- ◆ Running reports for WCB and DIP.
- ◆ Calculates retroactive payments, pay adjustments/advances, supplemental employment benefits (SEB), overpayments and wage increases.
- ◆ Monitors statutory holidays, earned time off, vacation, sick days and family days for correct pay-out and accrual.
- ◆ Processes provisional payments due to errors and follow up (e.g., manual cheques, electronic funds transfer requests, recalculation of benefits).

B. Benefits

- ◆ Answers inquiries about employer policies and/or collective agreement provision applications.
- ◆ Liaises with 3sHealth, pension providers, insurers (e.g., WCB, SGI), Human Resource Specialists.
- ◆ Assists employees with pension and benefit eligibility information.

C. Clerical Duties

- ◆ Creates, edits and formats documents (letters, memos).
- ◆ Creates and maintains spreadsheets
- ◆ Maintains filing systems/purges/archives.
- ◆ Picks up and delivers mail, photocopies, faxes, scans, emails.

D. Related Key Work Activities

- ◆ Responds to payroll inquiries and follow-up corrective action required.
- ◆ Prepares adhoc reports.
- ◆ Assists with maintaining employee personnel files.
- ◆ Processes allowances.
- ◆ Audits/inputs professional fees submissions for accuracy.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: September 14, 2021