


Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Payroll Assistant</u></p> <p>Date <u>September 14, 2021</u></p> <p>Revised Date _____</p> <p>Revised Date _____</p>	<p>Code</p> <p>531</p>
--	---	-------------------------------

<p>Decision Making</p> <p>Provides payroll services, following clearly prescribed practices, to department or facility by processing payroll and benefits information, data entry and other clerical duties. Verifies and processes employee work records/daily flow sheets and resolves issues using a selected number of alternatives.</p>	<p>Degree</p> <p>2.0</p>
---	---------------------------------

<p>Education</p> <p>Office Administration certificate (Saskatchewan Polytechnic 924 hours) Plus CPA Compliance Payroll Legislation and CPA Payroll Fundamentals 1 (NAIT 126 Hours/2 = 63 Hours)(Rating of 3.5)</p> <p>*As per the MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize 864 hours as no other factors were impacted by this change. The education rating will remain at (3.0)</p>	<p>Degree</p> <p>3.0</p>
---	---------------------------------

<p>Experience</p> <p>Nine (9) months previous experience performing payroll and accounting functions in a computerized payroll environment. Twelve (12) months on the job experience to consolidate knowledge in payroll/accounting practices with regards to federal and provincial legislation, and/or benefits administration, collective agreements, computer software and become familiar with department policies and procedures.</p>	<p>Degree</p> <p>5.0</p>
--	---------------------------------

<p>Independent Judgement</p> <p>Provides payroll support according to defined standard practice or established procedures. Minor operating problems are resolved with limited analysis. Direction is sought when solutions to problems are not within parameter of established practices.</p>	<p>Degree</p> <p>3.0</p>
--	---------------------------------

<p>Working Relationships</p> <p>Regular contact with employees and outside agencies using tact and discretion. Requires appropriate tact to discuss payroll issues and payroll data.</p>	<p>Degree</p> <p>3.0</p>
---	---------------------------------

Job Title

Payroll Assistant

Code

531

Impact of Action To a limited degree, incorrect data entry will result in payroll errors causing staff inconvenience, delays to subsequent reports/records and embarrassment in employee relations.	Degree 2.0
Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with the work area and processes. Provides functional guidance to staff (e.g. work record/daily flow sheet preparation, coding, allowances).	Degree 1.5
Physical Demands Regular physical effort sitting with frequent periods of computer operation while communicating on the phone.	Degree 2.5
Sensory Demands Regular sensory effort in the preparation of payroll reports, computer work/data entry and communication with periods of competing multiple sensory demands.	Degree 2.5
Environment Occasional exposure to minor conditions, such as verbal abuse, interruptions and multiple deadlines.	Degree 2.0