



Provincial Job Description

TITLE:
(162) Payroll & Benefits Officer

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the establishment and maintenance of Payroll Services in accordance with departmental, regional and legislative requirements to ensure payroll and benefit processing occurs in an accurate and efficient manner.

QUALIFICATIONS:

- ♦ Business diploma - Accountancy
 - ♦ plus The Canadian Payroll Association Payroll Compliance Practitioner course

KNOWLEDGE, SKILLS & ABILITIES:

- ♦ Intermediate computer skills
- ♦ Organizational skills
- ♦ Leadership skills
- ♦ Communication skills
- ♦ Interpersonal skills
- ♦ Intermediate accounting skills
- ♦ Analytical skills
- ♦ Problem solving skills

EXPERIENCE:

- ♦ Previous: Twelve (12) months previous experience performing payroll and accounting functions related to collective agreements.

KEY ACTIVITIES:

A. Payroll Processing

- ◆ Performs data entry on computerized payroll system (e.g., scheduling data).
- ◆ Enters, verifies, analyzes, audits and maintains employee information (e.g., staff change/hire forms).
- ◆ Calculates retroactive payments, pay adjustments/advances, supplemental employment benefits (SEB), overpayments and wage increases.
- ◆ Processes provisional payments due to errors and follow up (e.g., manual cheques, electronic funds transfer requests, recalculation of benefits).
- ◆ Processes legal requests for garnishment of wages.
- ◆ Monitors statutory holidays, earned time off, vacation, sick days and family days for correct pay-out and accrual.
- ◆ Verifies and processes employee work records and daily flow sheets.
- ◆ Checks and corrects errors from payroll run.
- ◆ Processes and distributes Record of Employment forms.
- ◆ Verifies payroll changes as a result of changes to collective agreements.
- ◆ Applies collective agreement provisions regarding payroll/benefits.
- ◆ Prioritizes, investigates and analyzes reported problems using computer systems.
- ◆ Research and implement solutions where required.
- ◆ Retrieves, analyzes and presents payroll data to managers for the purposes of education, research, quality improvement, program planning and statistical reporting.
- ◆ Creates and maintains position numbers and makes adjustments to FTE status.

B. Payroll Remittances and Accounting

- ◆ Forwards appropriate deductions taken from employee pay to appropriate organization (e.g., union dues, Revenue Canada, insurance, etc.).
- ◆ Balances payroll-related general ledger accounts.
- ◆ Provides payroll, benefits and budget information to various departments.
- ◆ Prepares yearly T-4 slips, reconciles and distributes.
- ◆ Prepares monthly and year-end reports.
- ◆ Provides payroll evidence/documentation for legal proceedings (e.g., arbitrations).
- ◆ Employment insurance reconciliations for Service Canada.
- ◆ Verification of employment as requested.
- ◆ Calculations of hours worked for various licensing bodies (e.g., CLPNS).
- ◆ Union invoicing.

C. Benefits

- ◆ **Creates, maintains and organizes Employee Benefit data.**
- ◆ **Administers and coordinates Workers' Compensation Board (WCB)/disability income plan (DIP) claims and payroll/seniority adjustments.**
- ◆ **Informs employees of changes/new benefit information.**
- ◆ **Answers inquiries about employer policies and/or collective agreement provision applications.**
- ◆ **Resolves inquiries on health/dental plans, pension, DIP, group life and Out of Scope Flex Spending Account.**
- ◆ **Advises management on procedures for processing claims.**
- ◆ **Liaises with 3sHealth, Saskatchewan Health Employee Pension Plan, insurers (e.g., WCB, SGI), Human Resource consultants.**
- ◆ **Processes and maintains changes in benefit plans (e.g., enroll/terminate/amend).**
- ◆ **Assists employees with pension and benefit information upon retirement.**

D. Related Key Work Activities

- ◆ **Researches and responds to payroll/benefits inquiries.**
- ◆ **Prepares journal transactions for payroll/benefits adjustments.**
- ◆ **Prepares a variety of ad hoc reports (e.g., attendance and portability of benefits statements).**
- ◆ **Ensures seniority list is accurate and updated regularly.**
- ◆ **Performs accounts receivable/accounts payable duties.**
- ◆ **Performs month-end duties and reports.**
- ◆ **May perform job posting duties.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Corrects errors in the payroll system after weekly upload from scheduling program.**
- ◆ **Reviews/corrects uploaded information to ensure validity/accuracy.**

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 12, 2017