


Job Evaluation Rating Document

	Job Title <u>Payroll Assistant</u> Date <u>September 14, 2021</u> Revised Date <u>October 24, 2024</u> Revised Date _____	Code <u>531</u>
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Decision Making 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.	Degree <u>2.0</u>
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Education Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours). Plus CPA Payroll Compliance Legislation and CPA Payroll Fundamentals 1 (NAIT 2 courses = 84 Hours) (Total hours: 750 + 84 = 834).	Degree <u>3.0</u>
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Experience 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.	Degree <u>5.0</u>
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Independent Judgement 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.	Degree <u>3.0</u>
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Working Relationships Regular contact with employees and outside agencies using tact and discretion. Requires appropriate tact to discuss payroll issues and payroll data.	Degree <u>3.0</u>
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<p>Impact of Action</p> <p>To a limited degree, incorrect data entry may result in payroll errors causing staff inconvenience, delays to subsequent reports/records and embarrassment in employee relations.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>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).</p>	<p>Degree</p> <p>1.5</p>
<p>Physical Demands</p> <p>Regular physical effort sitting with frequent periods of computer operation while communicating on the phone.</p>	<p>Degree</p> <p>2.5</p>
<p>Sensory Demands</p> <p>Regular sensory effort in the preparation of payroll reports, computer operation and communication with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional exposure to minor conditions, such as verbal abuse, interruptions and multiple deadlines.</p>	<p>Degree</p> <p>2.0</p>