

## JOB DESCRIPTION

**Dept.:** Financial Services

**Working Title:** Payroll Officer (462)

**Date:** July 2016

**Job Class:** 8

### **PRIMARY FUNCTION:**

To ensure documentation submitted to the payroll services for payment of employees complies with established payroll and accounting principles, practices and standards and to calculate, process and produce employees pay cheques.

### **JOB DUTIES AND TASKS:**

- 1. Determine whether documentation submitted for payment of employees complies with established payroll practices, statutory regulations, collective agreements and University policies:**
  - a. Review and verify payroll documentation and analyze transactions for completeness, accuracy and compliance with University policies and procedures, diverse laws, regulations and collective agreements.
  - b. Determine and obtain policy and contract information to ensure payroll processing with required deadlines.
  - c. Communicate with employees and their supervisors, written or verbal, when pay documentation is incomplete or does not adhere to established payroll practices. Determine corrective action, revise, process and communicate action accordingly.
  - d. Liaise with Human Resources and other departments when investigating and responding to queries regarding payroll.
  - e. Provide advice, guidance, procedural training and follow up to University employees on payroll processes.
  - f. Examine payroll-processing output for accuracy and completeness.
- 2. Calculate, process and produce employee pay cheques:**
  - a. Perform detailed pay and leave calculations for salaried employees, timesheet employees and other pay authorization documents. Determine appropriate deductions from gross pay and calculate net pay.
  - b. Ensure pay requests are coded consistently with pay authorizations and within accounting and University policies, procedures and practices.
  - c. Calculate, prepare and remit payroll remittances for employee deductions and for employer portions.
  - d. Calculate and issue vacation payout, benefit premiums and records of employment for employee lay-offs and terminations.
  - e. Balance payroll register at year-end for production of employee T4/T4a slips.
  - f. Arrange for distribution of pay stubs and cheques, T4/T4a, pension statements and any other payroll information required to be distributed.
  - g. Communicate with employees, the courts and other outside agencies on sensitive and confidential issues such as garnishes, maintenance enforcement orders, etc.
- 3. Ensure compliance exist within the payroll unit with established payroll and accounting principles, practices and standards:**
  - a. Review payroll audit reports for exceptions and variances from expected standards.
  - b. Communicate with and provide information and specified reports to outside organizations such as Canada Customs and Revenue Agency, Pension Corporation, Employment Insurance, Statistics Canada, etc.
  - c. Monitor, analyze and reconcile payroll liability and expense accounts including preparation of year-end working papers for use by University auditors.
  - d. Calculate, prepare and remit benefit remittances for employee deductions and for employer portions.
  - e. Prepare periodic reports and remittances for Pension Corporation and Worker's Compensation.

**4. Communication and problem solving:**

- a. Identifies problems and seeks information from appropriate sources to find solution to ensure smooth continuity of the payroll processing
- b. Recognizes, defines and resolves standard/non-standard recurring problems using established procedures, practices and payroll knowledge
- c. Applies in-depth knowledge to a variety of moderately complex processes and procedures such as biweekly payroll calculation Banner processing – PHPTIME, PHPCALC, audit in house exceptions of basic hours, missing FTE, final checks for leave calculation, net-to-gross against the limit, run payroll reports, send bank transmission file for direct deposit, run finance biweekly reports.
- d. Communicates information clearly to staff, clients, and/or public about services, processes, and procedures using established guidelines in all matters related to payroll operations
- e. Communicates information to new employees which may include formal/informal training such as translation of collective agreement and interpretation rules into time sheet coding for regular and exception time sheets.
- f. Assess to ensure when it is appropriate to release confidential information or to whom to refer questions related to employees' status of employment, or earnings reports to internal/external stakeholders.
- g. Present ideas in a clear, concise, organized manner while maintaining composure and tact in difficult and/or emotional situations.

**5. Other related duties:**

- a. Provide suggestions for change and assist with formulation and implementation of office and payroll procedures to improve the overall operations of the Payroll unit
- b. Provide guidance and direction to other Financial Services payroll staff
- c. Provide instruction to new employees on payroll functions.
- d. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

**SUPERVISION RECEIVED:**

Reports to Payroll Services Supervisor.

**SUPERVISION/DIRECTION EXERCISED:**

Provides guidance and direction to other payroll staff.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Maintain and secure payroll files and documentation; maintain security of cheques, and other financial and confidential documentation.

**FINANCIAL RESOURCES:**

Process payroll and leave documentation; prepare and issue cheques, track and verify salary costs. Generate remittances to outside agencies on rigid deadlines with substantial financial penalties imposed if deadlines not met.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

**EMPLOYER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. A Payroll Compliance Practitioner (PCP) designation from the Canadian Payroll Association plus completion of the first year of an accounting/business program at an accredited post-secondary institute and three years current, related experience or equivalent combination of education and experience.
2. Demonstrated working knowledge of integrated computer payroll, human resources and accounting systems.
3. Understanding of collective agreement, policy and statutory requirements
4. Demonstrated ability to work with minimum of supervision, establishing priorities and meeting deadlines.
5. Demonstrated knowledge of the use of common PC applications software such as spreadsheet, database and work processing such as Banner, MS Office, (Advanced Excel experience), Sharepoint
6. Proven ability to communicate courteously and effectively in English in person, in writing and over the telephone with faculty, staff, administrators, auditors, Ministry and agency officials and the public.
7. Proven ability to recognize, analyze and resolve problems.
8. Demonstrated effective interpersonal skills, including a demonstrated ability to develop, establish, and maintain effective working with a wide variety of University employees and with external agencies.
9. Demonstrated ability to compose routine and non-routine correspondence and reports.

**Revised: May 2018**