

# Payroll Administrator

## JOB DEFINITION WORKSHEET

Draft

<b>Name:</b>	<b>Location:</b>	<b>Sheet #</b> __ __
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**Responsibility:**

<b>Task</b>	<b>Standards &amp; Deliverables</b>	<b>Goal / Objective</b>	<b>Authority / Decision Level</b>
1. Initiates Payroll Process	1. Creates new master files for new employees upon receipt of offer letter or casual staffing action form 2. Prepare timesheet entries for additional forms immediately following schedule 3. Verifies accuracy and completeness of inputs including casual staffing timesheets 4. Obtains appropriate signing authorities before processing 5. Opens payroll cycle 6. Schedules time sheets to run for the payroll 3 days prior to pay end 7. Data enter timesheet entries for pay run 8. Verifies input to output 9. Print to direct deposit 10. Back up pay cycle 11. Close the pay-end cycle 12. Transferring the direct deposit file electronically		
2. Provides payroll support , analysis and report creation function	<ul style="list-style-type: none"> <li>• Process record of employment certificates for terminated staff within 5 days of SOS date</li> <li>• Calculates and processes final pay which includes any outstanding banked time, overtime or vacation as well as money that may be owing to the board as determined by the Fin Officer</li> <li>• Awareness of calculations for statutory deductions and Board benefits; maintaining current knowledge of Superannuating and insurance programs</li> <li>• Runs adhoc payroll reports as directed by the Finance Officer/Board/Manager of Finance and Admin</li> <li>• Initiates T4's , Superannuation, Proforma, and Retro-pay exception runs on instruction from Fin Officer.</li> </ul>		

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3. Perform Payroll remittances and General Ledger reconciliation's	<ul style="list-style-type: none"> <li>• Calculation of the amount due for each payroll deduction 15<sup>th</sup> of the month</li> <li>• Preparing the remittance documentation for payment as per procedure</li> <li>• Prepares the general ledger account reconciliation for each payroll deduction for review by Finance Officer</li> </ul>	TBD	
5. Provides rulings and interpretations of payroll processes to employees	<ul style="list-style-type: none"> <li>• Answers payroll queries within 24 hours and follows up on discrepancies/omissions</li> <li>•</li> </ul>		
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