

Job Class Profile: Payroll Clerk I**Pay Level: CG-25 Point Band: 456-489**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	3	2	4	2	2	3	1	2	
Points	187	50	13	19	60	43	62	21	21	476

JOB SUMMARY

Responsible for assisting in the computation and verification of payrolls, maintenance of payrolls, leave and related records of employees of the Provincial Government, independent agencies or health care authority.

Key and Periodic Activities

- Assists in the preparation and processing of cyclic payrolls. Computes earnings from attendance sheet, or other payroll documents; calculates deductions; balances payroll and reviews for correctness; posts to payroll sheet to be forwarded to head office for central processing.
- Assists in maintaining payroll records. Posts to employee earning cards, records leave applications and arranges for approval; forwards leave slips to head office; maintains internal leave record on each employee; files payroll documents and employees' record files; issues employee separation certificate.
- Prepares overtime payrolls; computes earnings from daily attendance records; calculates deductions; balances payroll; submits payroll to supervisor for processing; posts to employee earnings or cards.
- Prepares provincial pension refund application forms on behalf of employees; determines years of service and records; compiles earnings and pension contributions; forwards forms to supervisor for submission to head office.

SKILL**Knowledge****General and Specific Knowledge:**

- Related collective agreements, pension plans, federal government regulations (i.e. compensation and employment acts).
- Payroll software systems.

Formal Education and/or Certification(s):

- Minimum: 2-Year Post Secondary Diploma in Business Administration

Years of Experience:

- Minimum: 1-2 years of related experience

Competencies:

- Follows specific procedures and guidelines and applies established techniques to complete activities.
- Uses various computer software programs such as spreadsheets, word processors and databases.

Interpersonal Skills

- A range of interpersonal skills are utilized including listening to information from other people, asking questions to obtain information and providing routine information.
- Communications occur with employees within the immediate work area and department/organization and generally include supervisors/managers and clients/general public/patients.
- Most significant contacts include immediate supervisor/manager regarding work duties and employees/supervisors within the department/organization to follow up on or gather information needed to calculate benefits or address general employee inquiries.

EFFORT

Physical Effort

- Work demands typically do not result in considerable fatigue requiring periods of rest.
- Occasionally required to lift files, supplies, etc. weighing less than 10 lbs.
- Constantly required to perform fine finger/precision work while sitting at the computer processing payroll.
- Work provides the opportunity to stand and walk within the office environment.
- Occasionally required to bend and stretch while performing general office procedures (i.e. to retrieve and return files, answer telephones, photocopying, etc.).

Concentration

- **Visual concentration** is constant while viewing data electronically and in hard copy form to perform the necessary calculations and maintain employee records.
- **Auditory concentration** is regularly required when listening to instructions and when collecting or clarifying information.
- **Repetition requiring alertness** is constant when processing payroll.
- **Time pressures/deadlines** exist due to preparing and processing cyclic payrolls.
- **Exact results and precision** are required when performing the necessary calculations and entering/posting results.
- **Eye/hand coordination** is required for the use of a computer.

Complexity

- Work typically involves tasks that are similar, well defined, and requires the use of similar knowledge and skill sets.
- Problems tend to be simple requiring obvious solutions using standardized procedures and guidelines.
- Typical problems or issues relate to the computation and verification of payrolls and maintenance of employee records.
- Policies, procedures, guidelines and supervisor/manager are available to assist and address issues and challenges.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally prescribed and controlled.
- Work involves computing earnings, calculating deductions, posting data to payroll sheets for processing, balancing payroll and maintaining employee earnings records and files.
- Some initiative and independence is expected to be exercised in carrying out daily work assignments within the guidelines of established rules, regulations, policy and procedural directives, and applicable collective agreements.
- Work is supervised for compliance with established procedures and practices through observation of daily activities and timely processing of payrolls.

Impact

- Decisions primarily impact finances; processes and systems; and human resources within the immediate work area and department/organization.
- Consequences of errors would be limited to within the organization and would have a significant impact on individual employees' finances. Consequences of errors are mitigated by existing policies and procedures as well as controls exercised over the work.
- In the event of a payroll error, the employees are significantly affected and a resolution can be time consuming and costly. Most errors are detected by supervisor/manager or employee.
- Work is typically guided by policies, procedures and past practice with direction from a supervisor when required.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May be expected to provide guidance and direction to other staff regarding payroll processes.

WORKING CONDITIONS

Environmental Working Conditions

- Does not require any special precautions or safety equipment.
- No unusual adverse environmental conditions exist.
- Typically works in an office or open environment where employees may occasionally experience unusual/distracting noise, glare from computer monitors and lack of privacy.