

Job Class Profile: Payroll Clerk II**Pay Level: CG-27 Point Band: 534-577**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	2	4	3	3	3	1	2	
Points	187	67	13	19	90	65	62	21	21	545

JOB SUMMARY

Responsible for processing a variety of source documents (electronic and paper) to ensure payroll processing that accurately reflects employee earnings. Work also involves administering other related records for employees within government departments, health care authority, agencies, or organizations.

Key and Periodic Activities

- Processes weekly, bi-weekly and monthly payroll for employees.
- Prepares reports for various agencies (i.e. Receiver General, Banks, Unions, Pensions Division, etc).
- Prepares remittances for deductions to various agencies (i.e. Receiver General, Banks, Unions Insurance institutions, and other organizations).
- Answers enquiries and provides advice on matters relating to leave, pay, and personnel files.
- Confers with employees and/or managers concerning errors or adjustments in relation to the processing of payroll.
- Prepares T4 slips yearly and employee Records of Employment as required.
- Performs audits for seniority calculation, EI investigations and severance entitlement.
- Prepares monthly reconciliations, attendance tracking, sick leave reports, provincial travel reports, leave payouts, and pay step increases.
- Maintains seniority lists for employer.

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

- Comprehensive knowledge of 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 (Business or Accounting)

Years of Experience:

- Minimum: 2 years related experience

Competencies:

- Follows specific procedures and guidelines and able to apply established techniques to complete activities.
- Proof-reads, edits and formats a variety of documents.
- Uses computer software programs such as spreadsheets, word processors and databases.
- Writes simple letters, memos and other documentation.

Interpersonal Skills

- A range of interpersonal skills are used to listen to information from other people; ask questions of employees and supervisor; provide routine information and direction; provide advice and guidance; to remain calm when dealing with angry or upset individuals; gain the cooperation of others to complete work tasks (i.e. reports) and be tactful and discreet in dealing with sensitive and confidential information.
- Communication occurs with employees within immediate work area and employees within the organization and clients. Interactions include dealing with payroll issues for employees on a daily basis, preparing information for reports and presentations, and providing advice and counselling to others.
- Most significant contacts include employees, supervisor/manager and human resources staff.

EFFORT**Physical Effort**

- Work demands typically do not result in considerable fatigue requiring periods of rest.
- Occasionally is 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. retrieve and return files, answering telephones, photocopying, etc.).

Concentration

- **Visual concentration** is constant while maintaining employee information in the payroll system, during data entry, while generating payroll data reports and researching documents and files.
- **Auditory concentration** is constant and typically involves listening to employees while providing payroll information or addressing inquiries, or while receiving directions from supervisor.
- **Repetition requiring alertness** is constant when processing payroll.
- **Interruptions and multiple time pressures/deadlines** exist with a **lack of control over work pace**.
- **Eye hand coordination and exact results and precision** are constantly required when completing payroll documentation and maintaining employee files.

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 with obvious solutions using standardized procedures and guidelines.
- Typical problems or issues relate to payroll processing and maintaining accurate employee records.
- Occasionally challenges exist where practical solutions must be found (i.e. an employee has been incorrectly paid or improper deductions have been made). Performing audits for seniority calculation, EI investigations and severance entitlement requires some interpretation to determine accurate information.
- Policies, procedures and guidelines exist to assist and address issues and challenges.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally prescribed and controlled.
- May process step progressions, overpayments, confirmation of employment requests, as well as initiate employee benefits. Small scale office supplies can be purchased within the delegated authority without prior approval.
- The release of certain information, leave approval, payroll adjustment forms, employment extensions, or expenditures of funds over the delegated authority amount would require supervisory approval.
- While there are policies and procedures in place, exercises discretion in determining the appropriateness of requests while maintaining the confidentiality of the information.

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 advice, guidance and direction to other staff.

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.