

Job Class Profile: Payroll Clerk III**Pay Level: CG-29 Point Band: 622-675**

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	4	4	3	4	2	
Points	187	67	13	19	120	87	62	86	21	662

JOB SUMMARY

The Payroll Clerk III performs specialized clerical and/or supervisory work in the computation, verification and maintaining of payrolls, leave and related records for employees within government departments or agencies.

Key and Periodic Activities

- Co-ordinates the processing of all payroll information (i.e. adhering to all deadliness, providing lead direction to timekeepers, providing advice and guidance, providing policy and guideline interpretation, etc).
- Monitors the work of payroll staff in the efficient performance of payroll functions.
- Updates all adjustments and changes to employee master files (i.e. establishing garnishments from other agencies and monitoring the repayment, extended leave, insurance eligibility, pension eligibility, etc).
- Issues various payments and benefit adjustments (i.e. ensures employees benefits are not overdrawn, pays travel claims, locums, annual leave, etc).
- Provides external agencies with required financial information.
- Performs salary adjustments as needed (i.e. retroactive payments for changes in collective agreements, grievances, special contracts, etc).
- Consults with employees and managers to resolve payroll disputes.
- Initiates Workers Compensation claims in the payroll system.
- Produces, sorts, and distributes all cheques and direct deposit slips as required.
- Ensures all payroll deductions balance with the General Ledger as required.
- Prepares cheque requisitions for biweekly and monthly deductions to be paid through Accounts Payable.
- Assists staff complete and balance year end benefit banks.
- Liaises with external agencies (i.e. Revenue Canada, Pensions Division, Service Canada, Unions, etc.) as required.
- Provides relief for other Payroll Clerk III's when necessary.
- Trains new payroll staff on electronic system as needed.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Comprehensive knowledge of collective agreements, pension plans, federal government regulations (i.e. compensation and employment acts). — Payroll software systems. <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: 2-Year Post Secondary Diploma (Business or Accounting) — Additional: Completion of Canadian Payroll Association payroll courses. <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 2-3 years <p>Competencies:</p> <ul style="list-style-type: none"> — Follows specific procedures and guidelines and able to apply established techniques to complete activities. — Proof-reads, edits and formats a variety of documents. — Writes simple letters, memos and other documentation. — Uses computer software programs such as spreadsheets, word processors, databases, and payroll software programs.
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills are used to perform activities such as listening, asking questions of employees and supervisor; providing routine information and direction; providing advice and guidance; remaining calm when dealing with angry or upset individuals; gain the cooperation of others to complete work tasks and to be tactful and discreet in dealing with sensitive and confidential information. — Communication occurs with employees within the immediate work area and the organization as well as clients on a daily basis. Interactions include: dealing with payroll issues for employees on a daily basis, providing policy and guideline interpretation, preparing information for reports and presentations and providing advice and counselling to others. — Most significant contacts are human resource consultants, departmental managers and employees/clients.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — Work demands 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, answering the phone, etc. — 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.
- **Interruptions and multiple time pressures/deadlines** exist with a **lack of control over work pace** (i.e. biweekly payroll deadline).
- **Exact results and precision** are constantly required when completing payroll documentation and maintaining employee files.
- **Eye/hand coordination** is required for the use of a computer.

Complexity

- Work typically involves tasks that are quite different but allow for the use of similar knowledge and skill sets (i.e. coordinating a payroll function, processing payroll, policy and guideline interpretation).
- Problems tend to be simple with obvious solutions using standardized procedures and guidelines.
- Most typical challenge or problem would be errors in the employee benefit banks, balancing payroll, ensuring payroll functions effectively and on time to meet deadlines.
- Challenges exist where practical solutions must be found (i.e. an employee has been incorrectly paid or improper deductions have been made).
- Provides policy and guideline interpretation regarding payroll and benefits to managers and employees.
- Co-workers, policies, procedures and guidelines, collective agreements exist to assist and address issues and challenges.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally prescribed and controlled.
- Decisions can be made when adjusting benefits banks, arranging for recovery of overpayments, etc.
- Responsible for the coordination of all payroll functions (i.e. adhering to guidelines and deadlines, providing lead direction to timekeepers, guideline and policy interpretation).
- Requires supervisor's approval for issues that arise outside standard policies and procedures, travel approval, changes to payroll policy or procedures.
- Independent discretion and judgement is utilized when work tasks involving the releasing of confidential information are completed and calculating salary overpayments.

Impact

- Impacts generally affect immediate work area, department/organization and on clients/general public.
- Work activities impact information, processes, systems, finances, human resources, and the

government image.

- Consequences of errors would have a significant impact on individual employees' finances and benefits. These consequences are mitigated by existing policies and procedures as well as controls exercised over the position.
- Work is typically guided by policies, procedures and past practice with direction from a supervisor when required.

Development and Leadership of Others

- Responsible for the direct and ongoing supervision of staff for a small size work group of employees (1 to 4 employees).

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.