


# Job Evaluation Rating Document

	<p><b>Job Title</b> <u>Payroll Clerk</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004; January 13, 2015</u></p> <p><b>Revised Date</b> <u>October 24, 2024</u></p>	<p><b>Code</b></p> <hr/> <p>029</p>
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<p><b>Decision Making</b></p> <p>Provides payroll services following clearly prescribed practices by processing payroll and benefits information, data entry and other clerical duties. Verifies and processes employee work records/daily flow sheets and resolves issues using a selected number of alternatives.</p>	<p><b>Degree</b></p> <hr/> <p>2.0</p>
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<p><b>Education</b></p> <p>Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours).</p>	<p><b>Degree</b></p> <hr/> <p>3.0</p>
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<p><b>Experience</b></p> <p>No previous experience. Nine (9) months on the job experience to gain a general understanding of payroll system, collective bargaining agreements, government regulation and become familiar with department policies and procedures.</p>	<p><b>Degree</b></p> <hr/> <p>3.0</p>
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<p><b>Independent Judgement</b></p> <p>Has some choice of action in prioritizing tasks. Payroll duties are governed by legislation and union contracts.</p>	<p><b>Degree</b></p> <hr/> <p>2.5</p>
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<p><b>Working Relationships</b></p> <p>Requires courtesy and tact to discuss payroll issues and payroll data. Requires regular contact with employees and outside agencies using tact and discretion.</p>	<p><b>Degree</b></p> <hr/> <p>2.5</p>
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Payroll Clerk

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<p><b>Impact of Action</b></p> <p>To a limited degree, incorrect data entry may result in payroll errors causing staff inconvenience, delays to subsequent reports/records and embarrassment in employee relations.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Leadership and/or Supervision</b></p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes. Provides functional guidance to staff (e.g. work record/daily flow sheet preparation, coding, allowances).</p>	<p><b>Degree</b></p> <p>1.5</p>
<p><b>Physical Demands</b></p> <p>Regular physical effort performing computer operation requiring accurate coordination of fine motor skills with frequent periods of data entry.</p>	<p><b>Degree</b></p> <p>2.5</p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort in the preparation of payroll reports, computer work/data entry and communication with periods of competing multiple sensory demands.</p>	<p><b>Degree</b></p> <p>2.5</p>
<p><b>Environment</b></p> <p>Occasional exposure to minor conditions, such as verbal abuse, interruptions and multiple deadlines.</p>	<p><b>Degree</b></p> <p>2.0</p>