



# *Provincial Job Description*

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***TITLE:***  
**(162) Payroll & Benefits Officer**

***PAY BAND:***  
**13 (Current)**  
**12 (On Hold)**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Responsible for the establishment and maintenance of Payroll Services in accordance with departmental, regional and legislative requirements to ensure payroll and benefit processing occurs in an accurate and efficient manner.

***QUALIFICATIONS:***

- ◆ Business diploma - Accountancy
  - ◆ plus The Canadian Payroll Association Payroll Compliance Practitioner course

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Intermediate computer skills
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Intermediate accounting skills
- ◆ Analytical skills
- ◆ Problem solving skills

***EXPERIENCE:***

- ◆ Previous: Twelve (12) months previous experience performing payroll and accounting functions related to collective agreements.

## ***KEY ACTIVITIES:***

### **A. Payroll Processing**

- ◆ Performs data entry on computerized payroll system (e.g., scheduling data).
- ◆ Enters, verifies, analyzes, audits and maintains employee information (e.g., staff change/hire forms).
- ◆ Calculates retroactive payments, pay adjustments/advances, supplemental employment benefits (SEB), overpayments and wage increases.
- ◆ Processes provisional payments due to errors and follow up (e.g., manual cheques, electronic funds transfer requests, recalculation of benefits).
- ◆ Processes legal requests for garnishment of wages.
- ◆ Monitors statutory holidays, earned time off, vacation, sick days and family days for correct pay-out and accrual.
- ◆ Verifies and processes employee work records and daily flow sheets.
- ◆ Checks and corrects errors from payroll run.
- ◆ Processes and distributes Record of Employment forms.
- ◆ Verifies payroll changes as a result of changes to collective agreements.
- ◆ Applies collective agreement provisions regarding payroll/benefits.
- ◆ Prioritizes, investigates and analyzes reported problems using computer systems.
- ◆ Research and implement solutions where required.
- ◆ Retrieves, analyzes and presents payroll data to managers for the purposes of education, research, quality improvement, program planning and statistical reporting.
- ◆ Creates and maintains position numbers and makes adjustments to FTE status.

### **B. Payroll Remittances and Accounting**

- ◆ Forwards appropriate deductions taken from employee pay to appropriate organization (e.g., union dues, Revenue Canada, insurance, etc.).
- ◆ Balances payroll-related general ledger accounts.
- ◆ Provides payroll, benefits and budget information to various departments.
- ◆ Prepares yearly T-4 slips, reconciles and distributes.
- ◆ Prepares monthly and year-end reports.
- ◆ Provides payroll evidence/documentation for legal proceedings (e.g., arbitrations).
- ◆ Employment insurance reconciliations for Service Canada.
- ◆ Verification of employment as requested.
- ◆ Calculations of hours worked for various licensing bodies (e.g., SALPN).
- ◆ Union invoicing.

### **C. Benefits**

- ◆ **Creates, maintains and organizes Employee Benefit data.**
- ◆ **Administers and coordinates Workers' Compensation Board (WCB)/disability income plan (DIP) claims and payroll/seniority adjustments.**
- ◆ **Informs employees of changes/new benefit information.**
- ◆ **Answers inquiries about employer policies and/or collective agreement provision applications.**
- ◆ **Resolves inquiries on health/dental plans, pension, DIP, group life and Out of Scope Flex Spending Account.**
- ◆ **Advises management on procedures for processing claims.**
- ◆ **Liaises with 3sHealth, Saskatchewan Health Employee Pension Plan, insurers (e.g., WCB, SGI), Human Resource consultants.**
- ◆ **Processes and maintains changes in benefit plans (e.g., enroll/terminate/amend).**
- ◆ **Assists employees with pension and benefit information upon retirement.**

### **D. Related Key Work Activities**

- ◆ **Researches and responds to payroll/benefits inquiries.**
- ◆ **Prepares journal transactions for payroll/benefits adjustments.**
- ◆ **Prepares a variety of ad hoc reports (e.g., attendance and portability of benefits statements).**
- ◆ **Ensures seniority list is accurate and updated regularly.**
- ◆ **Performs accounts receivable/accounts payable duties.**
- ◆ **Performs month-end duties and reports.**
- ◆ **May perform job posting duties.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Corrects errors in the payroll system after weekly upload from scheduling program.**
- ◆ **Reviews/corrects uploaded information to ensure validity/accuracy.**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: September 12, 2017***