



# *Provincial Job Description*

---

***TITLE:***  
**(429) Payroll & Benefits Coordinator**

***PAY BAND:***  
**15**

---

***FOR FACILITY USE:***

---

***SUMMARY OF DUTIES:***

Responsible for the coordination of payroll and benefits services in accordance with departmental and provincial requirements.

***QUALIFICATIONS:***

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

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

- ◆ **Organizational skills**
- ◆ **Intermediate accounting skills**
- ◆ **Analytical skills**
- ◆ **Intermediate computer skills**
- ◆ **Interpersonal skills**
- ◆ **Communication skills**
- ◆ **Leadership skills**
- ◆ **Problem solving skills**
- ◆ **Ability to work independently**

***EXPERIENCE:***

- ◆ **Previous: Twenty-four (24) months previous experience as a Payroll & Benefits Officer to consolidate knowledge and skills.**

## ***KEY ACTIVITIES:***

### **A. Administration / Coordination**

- ◆ **Coordinates/prioritizes work flow and workload of Payroll Services.**
- ◆ **Identifies department training needs.**
- ◆ **Provides guidance and technical instruction on processing issues to other staff.**
- ◆ **Provides leadership and technical guidance to internal (e.g., employees, managers, Human Resources, Finance) and external (e.g., 3sHealth, Canada Revenue Agency) stakeholders.**
- ◆ **Retrieves, analyzes and presents payroll data for the purposes of education, research, quality improvement, program planning and statistical reporting.**
- ◆ **Performs data analysis and audits on information for accuracy (e.g., employee department job, earned time off, sick and vacation discrepancies, incorrect or inappropriate time definers).**
- ◆ **Provides a variety of reports/queries for management and audit purposes (e.g., workflow, payroll issues, coding, overpayment, charging information).**
- ◆ **Plans, develops and implements payroll strategies and solutions including process reviews to assess and address payroll services.**
- ◆ **Assists in establishing and implementing policies and procedures, Quality Improvement initiatives.**
- ◆ **Develops strategies for working with collective agreements, policies and scheduling protocols for situations that the payroll system cannot accommodate.**
- ◆ **Problem solves and follows-up on complex payroll issues (e.g., employees' pay, coding, report interpretations, retro, classifications, deductions, taxes).**
- ◆ **Responsible for correcting overpayments/underpayments (e.g., errors on staff change forms, late paperwork).**

### **B. 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, payout requests, 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.**
- ◆ **Processes employee work records and daily flow sheets.**
- ◆ **Checks and corrects errors from payroll run.**
- ◆ **Processes and distributes Record of Employment forms.**
- ◆ **Verifies and applies collective bargaining agreement provisions regarding payroll/benefits.**

## **B. Payroll Processing (cont'd)**

- ◆ **Prioritizes, investigates and analyzes reported problems using computer systems.**
- ◆ **Researches and implements payroll solutions.**
- ◆ **Retrieves, analyzes and presents payroll data to managers for the purposes of education, research, quality improvement, program planning and statistical reporting.**
- ◆ **Makes adjustments to full time equivalent (FTE) status.**

## **C. Payroll Remittances and Accounting**

- ◆ **Forwards appropriate deductions from employee pay to appropriate organization (e.g., union dues, Revenue Canada, insurance).**
- ◆ **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., College of Licensed Practical Nurses of Saskatchewan).**
- ◆ **Union invoicing.**
- ◆ **Maintains, audits, processes and reconciles travel/cell phone expense submissions.**

## **D. 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.**

**E. Related Key Work Activities**

- ◆ Responds to written and verbal requests for release of information in accordance with policies and federal/provincial legislation.
- ◆ Updates policy and procedure manuals.
- ◆ Assists with strategic planning and implementation of new initiatives.
- ◆ Assists with development of vision/goals/objectives for the department.
- ◆ Evaluates new technology/equipment and arranges maintenance.
- ◆ Provides input into staffing.
- ◆ Develops and provides training programs.

*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:*

*SGEU:*

*SAHO:*

*Dated: October 24, 2024*