



Provincial Job Description

TITLE:
(429) Payroll & Benefits Coordinator

PAY BAND:
15

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the establishment, coordination 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:

- ◆ 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 ad hoc 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 to address payroll services throughout the region through discussions with internal and external parties.**
- ◆ **Assists in establishing and implementing policies and procedures, Quality Improvement initiatives.**
- ◆ **Develops strategies for working with collective agreements, regional 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, etc.).**
- ◆ **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, 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.**

B. Payroll Processing (cont'd)

- ◆ **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.**

C. 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., CLPNS).**
- ◆ **Union invoicing.**

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 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: January 31, 2018