



Payroll Administrator & Human Resources

Administrative Procedure 2.B.220

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: December, 2003

Date Amended: April, 2012, July 2016

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

- The Payroll Administrator and Human Resources provides Payroll/Benefits/Personnel services for the school division.
- General responsibility for payroll under the direction of the Secretary-Treasurer.
- This individual operates as part of the Education Support Centre office team to provide efficient and effective service for Senior Administration and to the School Division.

RESPONSIBILITIES AND DUTIES

Payroll for Professional Staff and ESC/TEC 12 month employees, and Board Members

1. Ensure that employees of the Division (Professional Staff, ESC/TEC 12 month employees and Board Members) receive payment for services promptly in accordance with all salary contracts and collective agreements.
2. Prepare, ensure accuracy and process all entries for payrolls for computer processing including calculation of all hours of work and overtime
3. Verification of all teacher qualifications and experience with the Professional Certification Branch of Manitoba Education, Citizenship and Youth.
4. Reconcile and process all remittance data for all benefits, government deductions and agencies and prepare the necessary information for Accounts Payable.
5. Prepare and process Direct Deposit transfers/ Payroll Cheques and distribute itemized statements of earnings and deductions for employees.

6. Prepare record of employment insurance forms for laid-off / terminated employees and complete all requests for payroll information for employment insurance purposes.
7. Balance, issue and distribute all T4 forms and prepare annual T4 summary.
8. Prepare the annual Workers Compensation return and collate information on injury claims as required.
9. Maintain accurate and current information regarding each employees vacation entitlement, sick and other leave accumulations and salary updates.
10. Maintain complete employee files.
11. Verify class and experience for all new teachers.
12. Administrate Pension Plans, Group Insurance Plans, LTD Plans, Blue Cross Plans, CUPE and MTS fees, Canada Savings Bonds and such other plans that the Division may enroll in.
13. Assist the Secretary-Treasurer with the preparation of all appropriate material for the annual audit.
14. Provide credit information and references to organizations outside the Division in accordance with regulations and statistics.
15. Receive Child Abuse and Criminal Record checks, report questionable reports to Senior Administration and maintain on file.
16. Prepare and distribute all new teacher contracts.
17. Generate and distribute a directory of all staff and update as required.
18. Communicate with division office personnel - in person, by phone or by correspondence - in a manner both to enhance the efficient and business-like operation of the Payroll Department and to create a good public relations image.
19. Operate as a member of the Evergreen Support Centre office team to maintain an efficient and effective telephone system, to maintain the office kitchen and to respond to other cross-related tasks that may be identified by the team or senior administration.
20. Other related duties as may be assigned from time to time.

Human Resources

1. Prepare advertisements/postings for all staff
2. Receive, verify and distribute all hiring forms, resignations / retirements letters and any other personnel related correspondence for all staff.
3. Prepare and keep files of all layoff and recall letters.
4. Compose and prepare routine correspondence and memos as it relates to personnel issues/hiring, resignation/retirement, etc.

Office Support

1. Track banked time, vacation approvals, hours/day worked of ESC staff.
2. Organize and facilitate office staff meetings.
3. Provide recommendations re efficiencies/expectations in office.

SKILLS / QUALIFICATIONS

- Strong interpersonal skills; working as part of a team
- Excellent verbal and written communication skills
- Strong organizational skills
- Demonstrated data entry skills with a great attention to detail and accuracy
- Working knowledge of accounting principles, procedures and practices
- Ability to prioritize and manage time to ensure deadlines are met
- Strong computer skills and experience working with accounting software applications, Word and Excel

EMPLOYMENT REQUIREMENTS

- Diploma in recognized accounting or business administration program
- Preference – Canadian Payroll Association Certification
- Minimum 2 years payroll experience