

JOB DESCRIPTION

JOB TITLE	Assistant, Payroll Services
JOB BAND	C
DEPARTMENT	Organizational Support Services, Payroll Services
SUPERVISOR	Supervisor, Payroll Services

POSITION SUMMARY

The Assistant, Payroll Services provides organizational support by completing tasks related to data entry, pay preparation, verification of reports, processing pension and benefit contributions and assisting with the payroll helpline.

DUTIES AND RESPONSIBILITIES

- Verify and key time sheet data.
- Balance, post and validate time sheet batches.
- Calculate and enter data for deductions and adjustments.
- Confirm all adjustments have been processed accurately through the test pays.
- Verify calculations and deductions from payroll backup.
- Calculate garnishments and mandatory deductions and prepare related payments.
- Prepare correspondence for employees regarding advances, adjustments, retroactive payments, mandatory deductions and garnishments.
- Calculate over/under payments and make adjustments.
- Calculate service credit and amounts applicable to complete pension forms.
- Process all transactions required for wage loss and long term disability programs.
- Prepare adjusting journal entries for year-to-date tax-related documents.
- Prepare and submit Record of Employment.
- Respond to requests regarding occasional teaching experience.
- Provide back-up support for payroll helpline.
- Respond to inquiries from employees and take required action.
- Process union releases and reconcile accounts.
- Photocopy reports and documents and complete filing.

EDUCATION

Completion of OSSD or equivalent combined with Payroll Compliance Practitioner (PCP) certification.

EXPERIENCE

One year of related work experience is required.