

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00189	Pay Grade:	9
JD Title:	Payroll Supervisor	JD FTE Hours:	35
Job Family:	Accounting		

General Description

Responsible for overseeing and coordinating the timely and accurate completion of payroll within a department. Designs, tests, and implements new payroll processes and schedules cut off dates accordingly. Produces accurate monthly and biweekly pay for employees of the University and affiliate organizations. Performs internal and external accounting, reporting, and remitting functions. Ensures adherence to legislation, collective agreements, and University policies and procedures. Provides supervision to the payroll advisor.

Representative Duties & Responsibilities

- Review payment forms and database entries to ensure compliance with legislation, regulations, collective agreements, and University policies and procedures.
- Write and edit queries to generate reports.
- Design, test, and implement new processes, requiring a thorough knowledge of the payroll processes and comprehension of departmental concerns.
- Schedule cut off dates for the electronic forms and the dates for the test and live pays.
- Plan events including the the annual payroll seminar for all faculties and the materials required to be distributed.
- Produce accurate monthly and biweekly pay for employees of the University and affiliate organizations.
- Perform various calculations including, but not limited to, prorating salaries, labour costs, net and gross payments, deductions, benefits, and advances.
- Balance and reconcile payroll transactions.
- Monitor and reconcile accounts.
- Analyze and balance transaction codes.
- Analyze daily edits and updates, and resolve errors or warnings.
- Adhere to government legislation, collective agreements, and University policies and procedures.
- Adhere to established University deadlines.
- Create spreadsheets for reconciliations and reporting purposes.
- Maintain documentation, records, manuals, and the department website.
- Verify employment history for various third parties.
- Extract information from payroll register to generate reports.
- Compile information for reports to external agencies.
- Search and gather information for payroll purposes including, but not limited to, pay forms, transaction approvals, employment authorizations, and government documents.
- Write a variety of documents including but not limited to correspondence, letters, reports, and presentation slides.
- Respond to inquiries and resolve issues via phone or email regarding payroll accounts and discrepancies.
- Inform departments and employees of current tax laws and implications.
- Create training materials and presentations.
- Provide training to staff across the University on preparing and executing payments for payroll.
- Maintain confidentiality of personnel and payroll information.

Supervision

- Supervise and direct the activities of up to 4 continuing employees.

Qualifications

- Bachelor's degree in Business, Commerce, or related field.
- Requires 3 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process reports and enter data into spreadsheets.
- A typical work day occasionally requires moderate physical effort for activities such as:
 - Production keyboarding to enter payroll information.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Word processing routine documents and inputting data into spreadsheets.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Reviewing payment forms and database entries to ensure compliance with legislation, regulations, collective agreements, and University policies and procedures.
 - Writing and editing queries to generate reports.
 - Designing, testing, and implementing new processes, requiring a thorough knowledge of the payroll processes and comprehension of departmental concerns.
 - Balancing and reconciling accounts.
 - Providing detailed information to faculty and staff.
 - Training staff on preparing payments.
 - Analyzing and resolving edits and errors.
 - Creating spreadsheets for reporting purposes.
 - Performing various calculations.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Frequently handles simultaneous deadlines.
- Occasionally interacts with individuals who may be rude or upset.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00189	Pay Grade:	9
JD Title:	Payroll Supervisor	Total Points:	579
Job Family:	Accounting		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.0	39
	5. Education and Experience	E3	100
	6. Dexterity and Coordination	3.0	21
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	4.0	64
	10. Responsibility for Others	4.0 ^{Full}	78
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	4.0	93
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5