ADMINISTRATIVE PROCEDURE NO. 442

THE ROLE OF THE PAYROLL ADMINISTRATOR-SUPPORT SERVICES

Background

The Payroll Administrator – Support Services reports directly to the Secretary-Treasurer. The Payroll Administrator – Support Services is primarily responsible for the accurate preparation of the support staff and teacher payroll on a timely basis, and keeping the support staff master files current and complete.

Performance Responsibilities

- Projects a positive image with staff, visitors and callers;
- Prepares payroll for Division support staff and substitute teachers;
- Verifies accuracy of monthly time sheets;
- Logs vacation time, sick time, and overtime, and input into payroll system;
- Calculates and pays accumulated overtime based on the policies of employment standards and internal overtime agreements;
- Reconciles monthly benefits to Standard Life statements;
- Establishes and updates support staff profiles;
- Creates new payroll profiles at end of school and calendar year;
- Assists in the preparation of internal audits and provides information as required;
- Assists in the preparation of working papers for the external audit;
- Resource person for employee inquiries;
- Resource person for Senior Administration for employment and payroll issues;
- Prepares records of employment for support staff;
- Prepares correspondence to Division personnel for payouts;
- Prepares correspondence for third parties regarding Division personnel, letters of experience and letters of employment;
- Backup person for Senior Payroll Administrator;
- Backup person for substitute teacher booking; and
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

Performance Appraisal

1. Regular appraisal of the performance of the Payroll Administrator Support Services is a responsibility of the Secretary Treasurer. In carrying out this responsibility, it is recognized that the Payroll Administrator Support Services is entitled to such a review in an objective, fair and straightforward manner so that his/her performance may be as effective as possible for the system.
2. The performance appraisal shall derive primarily from the responsibilities of the Payroll Administrator Support Services as outlined above.
3. The Secretary Treasurer and the Payroll Administrator Support Services will develop and agree upon the procedures for carrying out an effective performance appraisal.