

JOB DESCRIPTION

Benchmark Job #028

Ministry: Health
Branch: Finance (Payroll)
Location: Victoria

Working Title: **Payroll Clerk**
Level: Range 9
Classification: Clerk

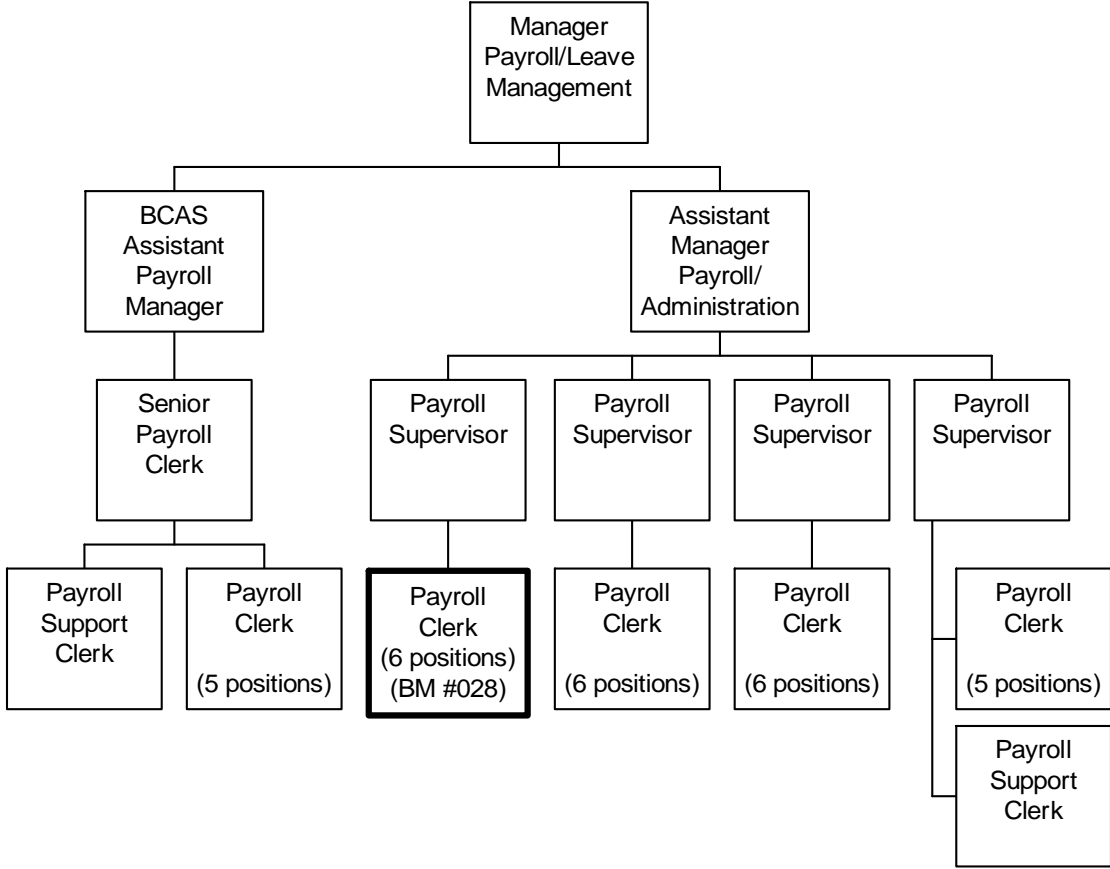
PRIMARY FUNCTION

To organize, prepare, calculate and process payroll, deductions and leaves for a block of ministry employees on a bi-weekly pay system.

JOB DUTIES AND TASKS

1. Processes payroll and leave transactions for a block of ministry employees
 - a. completes, enters and files pay forms and time sheets either manually or electronically
 - b. performs detailed calculations of pay and leave entitlements; certifies forms for payment to employees in BCGEU, PEA, Nurses and Physicians
 - c. calculates deductions of CPP, UIC, taxes, superannuation, benefits, etc.
 - d. processes direct bank deposit applications and journal vouchers
 - e. selects and inputs codes and payroll and leave information and calculations into the Corporate Human Resource Information and Payroll System (CHIPS) that affect individual employees' deductions, leave banks and benefits
2. Maintains payroll and leave records
 - a. reads computer printouts, pay registers and microfiche to check figures and calculations for correctness or omissions
 - b. organizes own work to meet payroll cut-off dates and deadlines
 - c. prepares explanatory letters to employees to inform of overpayments, adjustments, and related pay actions
 - d. sets up, sorts, files, correlates and maintains records and files of pay and leave information for each employee
 - e. monitors hours for benefits and increments
3. Performs other related duties
 - a. explains payroll procedures, policies and entitlements to employees and discusses pay problems
 - b. explains options regarding benefits and leave entitlements to employees
 - c. operates computer, calculator, printer and other office equipment to calculate pay and leave entitlements, enter data and process forms
 - d. provides informal explanation on policies and procedures to new employees

ORGANIZATION CHART
Benchmark Job #028



REASON FOR CLASSIFICATION

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Job Title: Payroll Clerk

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of clerical functions and understand how they relate to central pay policies and other federal or provincial requirements to process payroll, leave and benefit documentation for ministry employees.</p>	D	100
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to calculate payroll benefits and deductions to meet pay deadlines, prepare leave records, obtain information to complete payroll and process direct bank deposit applications.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of payroll policies and procedures and pay problems with employees.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate calculator and computer to make pay calculations with some speed requirement to meet payroll deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, selects a course of action to complete assignments using past practice or previous instruction to process payroll, deductions and leave transactions for a block of ministry employees.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to process payroll by calculating pay, benefits and leave entitlements and certifying forms for payment.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control the coding and quality of data input into the Corporate Human Resource Information and Payroll System (CHIPS).</p>	D	22.5

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8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to give informal guidance to new employees on policies and procedures.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance payroll calculations and pay adjustments to meet cut-offs and deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screens and printed material.	C	12
12	SURROUNDINGS Exposure to crowded office setting with background noise almost always.	B	4
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 342

Level: Range 9