

# JOB DESCRIPTION

## Benchmark Job #086

Ministry: Competition, Science and Enterprise  
Branch: Liquor Distribution  
Location: Vancouver

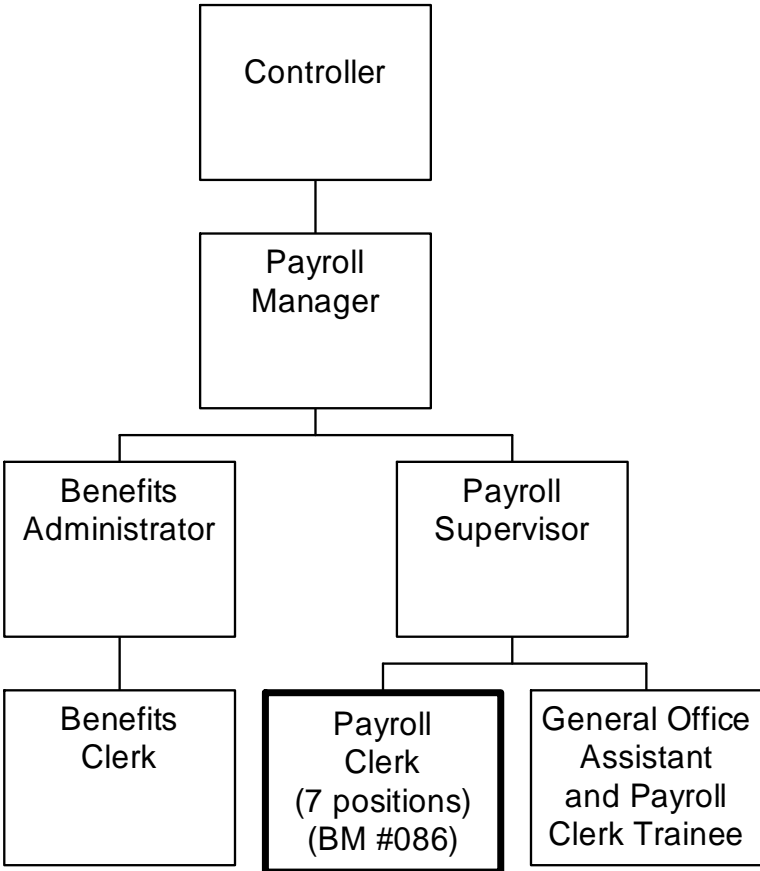
Working Title: Payroll Clerk - LDB  
Level: Range 9  
Classification: Clerk

### PRIMARY FUNCTION

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

### JOB DUTIES AND TASKS

1. Processes payroll and leave for a block of Branch employees
  - a. reviews and amends payroll information by querying the payroll system for approximately 750-800 time sheets per bi-weekly pay period and making corrections/additions considering such issues as applicable entitlements, for approval by the supervisor
  - b. performs detailed calculations of pay and leave entitlements, inputs adjustments for earnings and deductions and certifies forms for payment
  - c. organizes own work to meet cut-off dates and payroll deadlines
  - d. identifies payroll problems and takes action to correct or refers problems to the supervisor
  - e. issues manual cheques, as required, including calculating gross pay, deductions, benefits, net pay and crediting seniority hours
  - f. calculates and processes third party demands and garnishees
  - g. sets up and updates master file records of employees
  - h. reviews computer printouts, vouchers and pay registers for accuracy and completeness
  - i. sets up, sorts, files, correlates and maintains records of pay and leave information for Branch employees
2. Processes and maintains records of leaves and entitlements for employees
  - a. maintains and reconciles leave entitlements (including maternity leave) and balances and takes pay action in response to direction received from the Human Resources Branch
  - b. reconciles vacation and Compensatory Time Off (CTO) balances upon employee termination and notifies accounts receivable staff
  - c. verifies and processes payments to retiring employees in response to direction received from the Human Resources Branch
  - d. manually calculates and inputs First Aid and isolation allowances
  - e. calculates and recovers, through an adjustment to payroll, employee payments for payment of benefits while on leaves of absence
  - f. credits seniority hours for auxiliaries based on system generated totals
3. Performs other related duties
  - a. accesses reference material from storage or microfiche for own use or for other agencies such as Labour Relations and responds to enquiries from outside agencies such as ICBC, WCB, UIC
  - b. drafts routine correspondence
  - c. assists employees with completing applications and amendments for employee benefits
  - d. advises Banks to processes stop payment of cheques and calls-back direct pay deposits, when necessary
  - e. explains payroll procedures, policies and entitlements to employees
  - f. provides orientation to new payroll employees
  - g. enters payroll and leave data on computer



## REASON FOR CLASSIFICATION

Benchmark Job #086

Job Title: Payroll Clerk - LDB

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b>            Know a variety of payroll functions and understand how they relate to central pay policies and other federal or provincial requirements to process payroll, leave and benefit documentation of LDB employees.</p>	D	100
2	<p><b>MENTAL DEMANDS</b>            Judgement to recognize known differences and determine the priority of tasks to verify hours worked and calculate payroll and entitlements, set up and maintain payroll information related to retirements, terminations and maternity leaves and draft routine correspondence.</p>	C	60
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b>            Discretion required to exchange information needing an explanation of payroll policies and procedures and pay problems with employees.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b>            Moderate coordination and dexterity required to use computer to enter payroll data and operate calculator to determine payroll adjustments with some speed to meet payroll deadlines.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>            Guided by specific procedures, select course of action to complete assignments using past practice or previous instruction to process payroll, deductions and leave transactions for a block of Branch employees and process bank deposits, applications and vouchers.</p>	C	50
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>            Moderate financial responsibility to prepare, calculate and process payroll and certify forms for payment and process garnishees, third party demands and employee cash payment for benefits.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b>            Significant responsibility to control the coding and quality of data input into the Payroll System.</p>	D	22.5

# REASON FOR CLASSIFICATION

Benchmark Job #086

Job Title: Payroll Clerk - LDB

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for own well-being and safety in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused requirement to frequently prepare payroll calculations and adjustments to meet payroll cut-offs and deadlines.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to view computer screens to prepare payroll.	C	12
12	<b>SURROUNDINGS</b> Exposure to regular unpleasant dealings with upset people regarding payroll matters.	B	4
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 342**

**Level: Range 9**