

PAYROLL ASSISTANT: ROLE AND RESPONSIBILITIES

Background

The Payroll Assistant, reporting to the Payroll Supervisor, is responsible for ensuring that all employees within the school division are paid in accordance with the terms and conditions of the respective contracts and agreements.

The Payroll Assistant is responsible for administration and reporting requirements associated with all employee deductions and benefits.

Procedures

The Payroll Assistant will have specific responsibilities for:

1. Personnel and Payroll Records
 - 1.1 Develop payroll estimates and statistics as required including estimates for contract negotiations and annual budget preparation.
 - 1.2 Prepare and maintain all employee payroll records.
 - 1.3 Produce all payroll cheques/vouchers.
 - 1.4 Electronically transmit payroll.
 - 1.5 Prepare payroll summaries and remittances.
 - 1.6 Produce T-4 and T-4A returns.
 - 1.7 Prepare monthly or annual reports.
 - 1.8 Enroll employees in the appropriate benefit and pension plans.
 - 1.9 Prepare Record of Employment forms in accordance with legislation as required.
 - 1.10 Update substitute lists.
2. Clerical Responsibilities
 - 2.1 Develop and maintain filing systems, ensuring confidentiality for staff members.
 - 2.2 Prepare reports, letters, remittances and documents relative to the Payroll Assistant position.
3. Confidentiality
 - 3.1 At no time should a Payroll Assistant discuss, in public, information pertaining to employees, students or the operation of the division. A Payroll Assistant is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.
4. Other Duties As Assigned
 - 4.1 Performs other duties and obligations as assigned by the Payroll Supervisor or the Human Resource Manager.

Updated: October 6, 2008