

**Job Class Profile: Public Service Payroll Officer****Pay Level: CG-27 Point Band: 534-577**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	3	2	4	4	3	3	1	2	
Points	187	50	13	19	120	65	62	21	21	558

**JOB SUMMARY**

The Public Service Payroll Officer is responsible for: administering the Public Service Payroll by providing timely, accurate and fully accountable payments to employees; overseeing the day to day operations of all payroll processing matters; and addressing questions or concerns with unit staff.

**Key and Periodic Activities**

- Provides expert advice on the organizational structure responsible for and answers questions from the service centre specialist daily. Required to assist with complex calculations on retroactive payments, overtime and salary overpayments.
- Serves as a liaison with third parties concerning earning and deduction matters (i.e. remits employee and employer portions for CPP, EI and Income tax within the timelines prescribed to avoid monetary penalties, and responds to Canada Revenue Agency (CRA) requests for information concerning employee verification, periods worked, monies earned, and information submitted on T4's and T4A's).
- Ensures all data entered into the payroll system is keyed correctly and is supported with proper authority, salaries are checked to ensure pay actions are completed correctly (i.e. step increments, retroactive calculations, promotions, demotions, etc.), management overtime is monitored and maintained according to policy, and pension insurance eligibility is checked to ensure proper enrolment based on eligibility criteria.
- Reports from the civil service payroll run requires sorting, distributing, binding, and verification so there is no discrepancy in cheque or report totals before any monies are sent to appropriate contacts (i.e. group insurance reports and cheques, remittance reports and cheques for CRA on all statutory withheld and matching contributions, pension reports, Human Resource Position (HRP) reports, etc.).
- Processes court orders affecting all government employees' payroll matters and applies the appropriate deduction schedule (i.e. Support Enforcement, Employment Insurance Recovery, Income Tax Recovery, etc.)
- Balances accounts weekly to ensure each account balances with the general ledger and to post transactions for the previous week, ensures all reconciling items are identified and documented, monitors all reconciling items in payroll amounts, posts payroll JV's to the general ledger bi-weekly, records receipts for miscellaneous payments already processed (i.e. salary overpayments).
- Ensures all totals from the payroll final phase matches Exchequer totals before direct deposit

### Key and Periodic Activities

- file is released to financial institutions, and where discrepancies exist, make adjustments to prevent overpayments.
- Ensures all severance monies processed by compensation officers are paid upon termination of an employee either by direct deposit or cheque, verifies all calculations to ensure payments issued are accurate, confirms no outstanding monies are owed to government for departmental recoveries or third party wage attachments, makes sure all necessary documentation is received to process severance payment into an RRSP, ensures severance payments are accurately reflected and recorded on T4 slips, prepares a detailed letter to the employee stating eligible transfer amounts, ineligible amounts, and verification of funds transferred to the employees financial institution, and forwards monies to financial institutions on behalf of employee to ensure correct monies are released according to CRA regulations.
- Ensures all wages have been adjusted based on gross earnings for the period affected by the injured employee, overpayments are made to ensure recoveries for the employer, and if claim is denied by the Workers Compensation Commission then adjustments must be made and records verified and corrected.
- Balances all manual (special) and cancelled cheques (cheques and direct deposits) processed from the civil service payroll run against the payment posting report. Compiles all keyed manual cheques, adjusts forms, receipts and cancelled cheques from keyed payroll batches and verifies all earning and deduction amounts are keyed correctly into the payroll system.
- Processes year end T4 and T4A receipts including all forms, employer forms, custom computerized spreadsheets, etc.
- Administers the Canada Savings Bond Program including the program promotion, set-up of new bond deductions (regular, RRSP) and the deletion of existing bonds.
- Processes mass changes in the system, including pay actions that affect a large number of employees are completed in a timely, accurate, and consistent manner (i.e. change in a federal personal tax exemption, general salary increases, or changes to departmental payrolls affecting groups of employees, etc.)
- Determines and corrects Employer Employment Insurance Rate Codes. Reports are generated the first pay period of the year based on criteria such as hire date, rehire date, employer rate code, etc.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Payroll processing, basic accounting and auditing principles.
- All areas of compensation and benefits, all applicable Acts, established policies and procedures, and legislation.

#### Formal Education and/or Certification(s):

- Minimum: 2 year post secondary diploma in Business Administration or related field
- Additionally: Canadian Payroll Association - Certified Payroll Practitioner and Certified Payroll Manager

**Years of Experience:**

- Minimum: 4 -5 years

**Competencies:**

- Provides advice to others on how to solve problems or issues.
- Proof-reads, edits and formats a variety of documents.
- Writes simple letters, memos and other documentation.
- Strong research and analytical skills.
- Uses various computer software programs such as spreadsheets, word processors, presentation, and databases.

**Interpersonal Skills**

- A range of interpersonal skills are used to perform activities such as: listening to information from others, asking questions, providing routine direction, communicating complex information, gaining the cooperation of others to complete work assignments, dealing with upset or angry people, and providing expert advice to others. The ability to comprehend new/existing policies, enforcement, and the conveyance of this knowledge either in writing or verbally to clients is the most significant skill (i.e. Public Service Secretariat rulings which are subject to interpretation need to be interpreted and the correct action conveyed to the compensation officer to ensure correct transactions and payments happen).
- Communication occurs with employees within the immediate work area, within the Department, outside the Department but within the Government including supervisors, managers, and executive.
- Most significant contacts are employees within immediate work area, Municipal/Federal/Provincial government employees and other employees within government.

**EFFORT****Physical Effort**

- Work demands do not result in considerable fatigue requiring periods of rest.
- Occasionally required to lift supplies, etc. weighing up to 25 lbs. (i.e. Government payroll is processed on a bi-weekly basis and all printed reports/documents/payroll registers etc. are required to be picked up and brought back to Central Control for sorting and distribution. This averages out to six boxes of reports weighing 30 lbs. each).
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Constantly required to perform fine finger/precision work while operating a computer entering and manipulating payroll data using a mouse and key board.

**Concentration**

- **Visual concentration** includes constant operation of the Genesys payroll system manipulating data and extracting reports. A variety of spreadsheets, other electronic documents, and reports are used which must be checked for accuracy and any errors found must be corrected.
- **Auditory concentration** is required to listen to and respond to inquiries and liaise with third parties concerning earning and deduction matters.
- Constantly impacted by **interruptions** and **multiple time pressures/deadlines** with a **lack of**

**control over work pace.** Payroll is a two week continuous cycle that has scheduled data entry and processing dates for each pay period. Payroll cycles are affected by statutory holidays which results in the loss of one work day in the cycle. Workloads are dictated by many external factors such as: seasonal programs, increased processing for hires, re-hires, layoffs, terminations, retirements, etc.

- **Eye/hand coordination** is required to perform payroll related computer activities.
- **Exact results and precision** are required as the actions taken directly affects personal and Government finances therefore there is no room for error (i.e. if someone is terminated and is overpaid government is at a loss if monies are not collected, manual cheques must be accurate as all deductions must be taken and calculated accurately to prevent errors on the annual PIER report from CRA and prevent monetary loss to government).

### Complexity

- Work typically involves a series of tasks and activities that are quite different requiring different skills and knowledge (payroll, accounting and auditing). Work involves providing interpretation on federal and third party programs, regulations, etc. (federal government E.I., Canada Savings Bond, CPP, Income Tax and Workers Compensation).
- Problems tend to be simple, well-defined with obvious solutions. Occasionally problems must be defined and practical solutions found which may be highly technical.
- The most typical challenge or problems are: the calculation of net payments for situations where an employee requests to pay back an adjusted overpayment, manual cheque adjustments, or calculations performed for periodic salary reviews in which an audit of the employee's salary and payment history is made to determine if an overpayment has occurred.
- Policies, procedures and guidelines exist to assist and address issues and challenges (i.e. federal/provincial legislation, collective agreements, Workers Compensation Act, Support Enforcement Act, etc.).

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are highly monitored and controlled.
- Decisions can be made when recalling any employee payment (cheque or direct deposit) prior to pay day without supervisor approval. This action would occur to avoid an overpayment to the employee.
- Supervisor's approval is required for: payroll transactions prepared and entered, special/manual cheques, submission of the Civil Service Bank File, salary transfers prior to entry into the general ledger, release of severance, and all deduction cheques over \$20,000.
- Work tasks involving the release of confidential information are completed using discretion and independent judgment. For example, Support Enforcement Garnishment is received after all payroll jobs are completed and printed. A recall form is processed to ensure the deposit is stopped and all monies are sent back to government. Once confirmation is received from the Newfoundland Exchequer Division, the employee is set up for Support Enforcement and a manual cheque is issued for less money as per the order.

### Impact

- Impacts generally affect the immediate work area, within department, outside the department, and on clients and the general public. Work activities impact equipment, processes and systems, information, finances, and human resources.
- Inaccurate reporting/errors/omissions can result in an individual not being paid for time worked or monies owed resulting in the processing of a manual cheque. If a Revenue Canada Remittance is submitted late then Government would be charged a penalty for each day late.
- Legislation, policies, and procedures are in place to mitigate all errors. The Public Service Payroll Specialist approves all immediate and batched payroll transactions.

#### **Development and Leadership of Others**

- Not responsible for the supervision of staff.
- May be required to provide guidance and technical advice to other employees/co-op students.

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- Does not require any special precautions or safety equipment.
- There is a limited likelihood of minor cuts, bruises, abrasions, minor illnesses, injuries or partial disability.
- Typically works in an office or open office environment where employees may occasionally experience unusual/distracting noise, glare from computer monitors and lack of privacy.