

## PAYROLL CLERK II

### NATURE OF WORK

This is specialized clerical work performed in the Payroll Section of the Human Resources Department.

Work involves responsibility for analyzing and processing payroll information for the staff, student or contractual cyclic payrolls in accordance with established time schedules, source documents and directives received. Work may include providing lead directions to subordinate payroll staff. Work is performed with considerable independence and initiative and is reviewed by the Assistant Payroll Supervisor through observations of daily activities and for compliance with established procedures and practices.

### ILLUSTRATIVE EXAMPLES OF WORK

Receives payroll documents for designated pay types; provides necessary accounting and statutory information; computes earnings and deductions; confers with on such matters as errors and adjustments; prepares pay type pre balance; corrects errors on computer edit printout; prepares pay type balance.

Receives and answers enquiries from departments and individuals on payroll questions; ensures that complaints regarding errors, adjustments, etc. are resolved.

Maintains employee files and records on pensions, earnings, and miscellaneous payroll deductions such as school tax, Canada Savings Bonds, union dues, etc.

Prepares payroll journal entries, reconciles specific general ledger accounts; prepares separation certificates and T4 slips.

Perform related work as required.

### REQUIREMENTS OF WORK

Experience in the processing of payrolls; graduation from high school supplemented by courses in accounting or business administration; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of modern payroll practices and procedures.

Knowledge of the forms and procedures used in a computerized pay system.

Knowledge of modern office methods, practices and equipment.

Knowledge of the University's Banner accounting system and procedures.  
Ability to make arithmetical computations with speed and accuracy.

Ability to follow schedules for the timely computations of work.

Ability to properly and effectively answer payroll questions from staff and operating personnel.

Ability to establish and maintain effective working relationships with department officials, faculty, students and staff.

Skill in the operation of calculating machines and other common office machines.

**0418**

**1992.12.07**

**Under Review: 2004.01.05**