



**North Eastman Health Association Inc.
Job Description**

Human Resources Payroll Clerk

Position Summary

The Human Resources/Payroll Clerk is responsible for the interpretation and application of regional policies and collective agreements as they pertain to payroll, remuneration, hours of work, scheduling of hours and benefits as well as procedures related to the input, processing and administration of payroll and benefits related functions. This position functions in a manner consistent with, and supports the Mission, Vision & Values of the North Eastman Health Association.

Reports To: Manager, Payroll Services

Location: Payroll Office, Highway 302 South, Beausejour

Supervises: Not applicable

Union: Non Union

QUALIFICATIONS:

Education and Experience

- High School education with post secondary human resources and accounting courses preferred.
- Three to five years experience in employee and labour relations particularly interpretation of collective agreements.
- Three to five years experience in a computerized payroll operation.

Knowledge, Skills and Abilities

- Ability to work with variety of sensitive information and to maintain confidentiality.
- Ability to display professional conduct at all times when dealing with staff members, Board members, public, etc.
- Ability to maintain positive working relationships in team based working environment.
- Demonstrated organizational skills and ability to take an initiative in completing additional tasks as required.
- Ability to work under pressure and meet deadlines thereby establishing priorities and completing assignments on time.
- Ability to operate required equipment.
- Ability to work with minimal supervision with frequent interruptions.
- Demonstrated communication and interpersonal skills.
- Ability to relate effectively with staff, co-workers and outside agencies.
- Good physical and mental health to meet the demands of the position.

POSITION DUTIES AND RESPONSIBILITIES:

Human Resources – Overall

1. In accordance with North Eastman Health Association Policies, performs payroll and benefit procedural and human resource duties for all unionized and non-union employees, including senior management and executive payroll.
2. Interprets and applies regional policies and collective agreements as they pertain to payroll, remuneration, hours of work, scheduling benefits.
3. Ensures compliance with all collective agreements.
4. Ensures compliance with both PHIA and FIPPA as it pertains to employee information.
5. Provides advice and information relating to interpretation of collective agreements to management, supervisors and staff.
6. Maintenance of all personnel files.
7. Provide necessary information to third party benefit providers.
8. Demonstrates high integrity to maintain confidentiality in all matters relating to staff and operations of the North Eastman Health Association Inc.

Human Resources – Personnel Documentation

1. Prepares appropriate documentation for portability, transfers, promotions, reclassifications, leaves, increments, demotions, resignations, and acting status within the provisions of the Act, Regulations, Agreements, or Policy Directives that apply.
2. Registers all new employees and prepares all related documents (TD1 and Union cards).
3. Maintains position records – QHR reporting.
4. Maintains employee records and initiates and completes related documentation and /or reports as follows:
 - ensures that personnel files are opened and closed for employees as required
 - ensures confidentiality of personnel information
 - ensures that new employees are on the payroll at the appropriate pay level and classification
5. Maintains appropriate HR User Defined Folders for all leaves of absence (i.e. Maternity Leave, Education Leave, etc), acting status and classification changes.
6. Answers HEB inquiries regarding Pensions and other Benefits.
7. Assists with the completion of Workers Compensation Board Claims.
8. Reviews and responds to monthly Manitoba Blue Cross reconciliations.
9. Is responsible for accurate sick leave computation for staff. Ensures appropriate leave forms for sick time are prepared and any pre-payment calculations performed. Submit completed employer forms and completed employee forms to HEB. Monitor and follow up required.
10. Prepares HEB D&R Annual Review of Hours
11. Maintains, prepares and runs reports for Yearly Posting of Seniority Hours.
12. Prepares increment reports bi weekly and performance appraisal status reports semi annually for departments and follows up to ensure increment recommendations and performance appraisals are received in sufficient time to process.
13. Maintains annual vacation entitlement records, notifies department heads of the vacation entitlements for their staff as per contract.
14. Issue photo ID name tags.
15. Monitors staff sick leave and runs sick leave reports when appropriate.

16. Maintains records of hours worked to enable computation for employee eligibility for benefits and seniority listing.
17. Prepares Records of Employment as required.
18. Maintains and enters information into User Defined Folder's for tracking – WHMIS, Service Recognition, licenses/ certificates, orientation attendance, performance appraisals, language skills, and various educational training sessions.
19. Maintains Employee Competency Records in QHR – Education, Skills, Soft Skills
20. Develops User Defined Folders as required.
21. Run reports on physical worked hours for nursing license purposes.
22. Confirm on-line nursing license register and run QHR reports for Managers
23. Develop and create reports as required.
24. Other duties as assigned.

Payroll

1. Calculates employee pay entitlements, including regular earnings, overtime, shift premiums, weekend premiums, statutory holiday entitlements, standby or call duty, vacation pay, qualification pay, severance pay, as well as adjustments due to contract salary increases, reclassifications, acting status, etc.
2. Ensures compliance with all collective agreements in terms of scheduling hours of work and remuneration.
3. Provides advice to persons responsible for scheduling to ensure compliance with all collective agreements.
4. Enter employee demographics for all new hires and maintain their employment activity on an on going basis.
5. Process employee adjustments to regular bi-weekly earnings as required (i.e. acting status, leave without pay, overtime, call duty, responsibility pay, etc).
6. Inputs Provincial Home Care time sheets and demographics (MSSP) to ensure payment of employees.
7. Reconcile the bi weekly payroll to the Payroll Journal, Accounting and Period payment summary reports.
8. Print and distribute pay statements.
9. Reconcile T4 Edit, print and distribute employee T4 and T4A's.
10. Print and distribute reports as required.
 - vacancy reports, position management reports, bi weekly increments reports, biweekly employee bank reports, vacation, seniority, time entry reports, payroll journal, deduction reports.
11. Process monthly and bi weekly payments for deduction accounts, garnishees and payroll tax as requested by Manager of Payroll Services.
12. Monitor Stat Banks and overtime banks as per collective agreements.
13. Calculate and process Maternity and WCB Top-ups.
14. Monitor vacation rollover eligibility of hours.
15. Maintains filing system for payroll.
16. Completes payroll forms and correspondence as required.
17. Compiles statistical reports as required.
18. Provides back-up and relief for other payroll staff as required.
19. Demonstrates high integrity to maintain confidentiality in all matters relating to staff and operations of the North Eastman Health Association Inc.
20. Other duties as assigned.

EDUCATION:

1. Orientates staff on employee benefit plans and assists in the completion of enrolment forms.

Workplace Safety and Health

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

Patient Safety

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
- Other duties as assigned.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date