

ADMINISTRATIVE PROCEDURE NO. 443

THE ROLE OF THE SENIOR PAYROLL ADMINISTRATOR

Background

The Senior Payroll Administrator reports directly to the Secretary-Treasurer.

Performance Responsibilities

- Projects a positive image with staff, visitors and callers;
- Prepares payroll for division school-based certificated staff;
- Reviews and submits all monthly payroll remittances;
- Processes electronic payroll deposits, CSB transmissions;
- Reconciles ASEBP and AHC monthly statements to payroll records;
- Calculates ATRF and ATA contributions and transmit reports/contributions to ATRF and ATA;
- Reconciles LAPP and RRSP contributions and transmit reports to LAPP and RRSP holders;
- Supervises the payroll administrator-support staff in the execution of his/her duties;
- Creates new payroll profiles at end of school and calendar year;
- Balances information and report to external agencies (Statistics Canada, WCB and Revenue Canada)on an ongoing basis;
- Assists in the preparation of Internal audits and provide information as required;
- Assists in the preparation of working papers for the external audit;
- Acts as a resource person for employee enquiries;
- Acts as a resource person for Senior Administration for employment and payroll issues;
- Prepares, balances and submits T4's and T4A's including government reporting requirements;
- Tracks educational subsidy reimbursements and submit to accounts payable for processing;
- Processes early retirement allowances, deferred salary leave, WCB claims, EDB salaries, sick leave and maternity top-up plans;
- Tracks personal leave day entitlements and cost and communicate to employees;
- Prepares correspondence to Division personnel for salary increments and payouts; and

- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

Performance Appraisal

1. Regular appraisal of the performance of the Senior Payroll Administrator is a responsibility of the Secretary-Treasurer. In carrying out this responsibility, it is recognized that the Senior Payroll Administrator is entitled to such a review in an objective, fair and straightforward manner so that his/her performance may be as effective as possible for the system.
2. The performance appraisal shall derive primarily from the responsibilities of the Senior Payroll Administrator as outlined above.
3. The Secretary Treasurer and the Senior Payroll Administrator will develop and agree upon the procedures for carrying out an effective performance appraisal.