

PAYROLL RESPONSIBILITIES AND DUTIES (T/M Assistant)

- 1.0 Process all payroll information for bus driver payroll.
 - 1.1 Process timesheets, verifying totals are correct, and that all leaves are approved (illness, holidays, personal, professional)
 - 1.2 Process and verify payroll.
 - 1.3 Distribute pay cheques and slips on payday, with payroll stuffers as required.
 - 1.4 Distribute other payroll information packages as required.
 - 1.5 Maintain a working knowledge of:
 - a) Employment Standards Code
 - b) Minimum wage regulations
 - c) Labour Board laws and regulations
 - d) All salary contracts and collective agreements
 - e) Income tax, Canada Pension Plan, and Employment Insurance legislation and regulations.
 - f) Benefits plans offered by the division.
 - 1.6 Type payroll related correspondence as required.
 - 1.7 Maintain absent time database and perform related data entry for bus drivers.
 - 1.8 Calculate all statutory and other deductions as are appropriate.
 - 1.9 Administer insurance and pension plan enrolments and maintain records.
- 2.0 Maintain individual payroll records for bus drivers
 - 2.1 Calculate salary increases and retroactivity.
 - 2.2 Update all permanent and temporary staff information regarding earnings.
 - 2.3 Maintain record for EI purposes of all insurable earnings, and issues Records of Employment on termination or lay-off.
 - 2.4 Prepare and submit reports to Department as required.
- 3.0 Assist the Finance Assistant with payroll year-end procedures.
- 4.0 Verify completeness of month end report files from schools for leave request and absence reports.
- 5.0 Perform other job-related responsibilities as assigned.