

**Nipissing University**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Payroll Administrator
<b>DEPARTMENT:</b>	Human Resources
<b>SALARY LEVEL:</b>	Three (3)
<b>EMPLOYMENT DEFINITION:</b>	Full-time Administration
<b>SUPERVISOR:</b>	Manager of Payroll

**SUMMARY OF FUNCTIONS:**

Reporting to the Manager of Payroll, the Payroll Administrator is responsible for planning and managing the university payrolls. The Payroll Administrator will assist the Manager to develop ways to promote and improve efficiencies within the department and respond to general inquiries relating to payroll.

**DUTIES & RESPONSIBILITIES:**

**Provide Payroll Services for the Bi-Weekly Payroll**

**(90%)**

- Complete and process employee information changes
- Input overtime timesheets, contracts, salary adjustments, payroll advance recoveries, support deductions, new hires, terminations, benefit changes, maternity leaves, unpaid leaves, donations, taxable benefits, and all other bi-weekly and time sheet payroll information
- Update and verify the Informer Report bi-weekly for the timesheet payroll and verify that all timesheets have been approved by supervisor
- Maintain spreadsheets for Graduate Studies and Residence Don's
- Identify the various government requirements, the bargaining unit, various cost sharing deductions and the required output from each earning and deduction
- Interpret all types of earnings to determine taxable, assessable, insurable and pensionable earnings according to legislation pertaining to CRA, Employment Insurance, Canada Pension Plan, WSIB and Employer Health Tax
- Calculate salary and wage adjustments (retroactive wages and workers' compensation), maternity leave employment insurance SEB-benefit allowances, lump sum vacation pay outs, various payroll deductions (support payments and garnishments) and various adjustments
- Process the bi-weekly and time sheet payrolls confirming the accuracy of the output of pay calculations, pay cheques, pay advices, and summary reports
- Ensure required programming changes to the Colleague HR module are working accurately by confirming output records
- Create the file of the employee's net pay to transmit via the Internet to the bank for distribution to the employee's bank accounts
- Update employee history and employee time history records after each bi-weekly and timesheet pay
- Prepare remittances to vendors ensuring employee and employer deductions balance and are remitted to meet strict payment schedules
- Communicate manual payroll adjustments requiring journal entries to the Finance Department to maintain general ledger account accuracy
- Access the Business Banking Internet site to check daily for bank reports detailing deposit information, account closures and invalid account numbers. Follow up with employees when bank accounts are closed/invalid
- Update part-time support staff accumulated hours and other reports, as requested
- Compose correspondence to various outside contacts (Banks, CRA, etc.)

- Prepare Records of Employment information for laid off or terminated employees and submit to HRSDC. Complete requests for additional payroll information from HRSDC, as requested
- Notify employees of any modifications and/or adjustments affecting payroll
- Assist with the T4 process
- Assist with the reconciliation and completion of year-end reporting and annual reports for W.S.I.B., E.H.T.
- Prepare letters confirming gross earnings and verification of employment as requested by staff & students for outside agencies (banks, housing authority, OSAP, & interest relief)

#### **Faculty Payroll**

**(5%)**

- Prepare and input payroll change forms for Faculty employees
- Code and input timesheets, contracts, salary adjustments, payroll advance recoveries, support deductions, new hires, terminations, sabbaticals, unpaid leaves, donations, taxable benefits and all other payroll information received for the monthly payroll as required
- Ensure NUFA and CASBU dues are deducted where applicable
- Calculate and input salary adjustments due to collective bargaining; workers' compensation benefits; STD/LTD benefits; sabbaticals and maternity leaves for all monthly paid employees as required
- Prepare cheque requisitions for remittance of deductions associated with Standard Life, T.P.P, RRSP, NUFA, CASBU, Family Support, and all miscellaneous deductions
- Review and maintain a significant dates list and ensure all pending payroll items are dealt with appropriately
- Notify employees of any modifications/adjustments affecting payroll
- Prepare Records of Employment for employees, as required
- Assist with year-end verification and completion of payroll information, balancing and annual returns to outside payroll related agencies, i.e. Employer Health Tax, Workers' Safety Insurance Board, annual tax return slips, and Teachers Pension Plan etc.

#### **Assist the Manager in the daily operation of the Department**

**(5%)**

- Compile and coordinate information required or requested by external agencies such as Statistics Canada-Labour Division (Business Payrolls Survey), Human Resources Skills Development Canada, Canada Revenue Agency (Pier Report)
- Compile and research information, as requested, from external agencies (i.e. Employment Standards Act legislation, Human Resources Skills Development Canada, Government of Canada-Canada Revenue Agency)
- Update and maintain data recording accumulated hours for part-time OPSEU employees and recording statistics of overtime hours for OPSEU employees
- Assist with the maintenance of the Significant Dates List

#### **Any other duties as assigned**

#### **QUALIFICATIONS:**

##### **Education:**

A University degree, preferably in business, combined with Payroll Compliance Practitioner (PCP) certification with the Canadian Payroll Association would be considered an asset

*Training and/or experience may be substituted for formal academic training.*

#### **Training, Experience, Knowledge & Skills Required:**

- A minimum of three to four years of experience in a computerized payroll environment

- MS Office (Word, Excel)
- Knowledge of Crystal Reports and Safari software
- Colleague (Integrated HRIS)
- Familiarity with Pension and Benefits Administration
- Familiarity of Ministry of Labour, Employment Standards Act
- Familiarity of Canada Revenue Agency and the Income Tax Act
- Excellent organizational and prioritization skills
- Ability to maintain privileged and confidentiality information and exercise sound judgement and discretion
- Ability to deal with highly political and sensitive topics
- Excellent time management skills
- Excellent mathematical and analytical skills
- Excellent written and verbal communications skills
- Superior interpersonal skills
- Excellent problem solving and conceptual skills
- Knowledge of government regulations affecting payroll
- Knowledge of University policies affecting payroll
- Knowledge of Nipissing University's general ledger account structure
- Knowledge of Colleague's Human Resources Module

#### **POSITION RELATIONSHIPS:**

**Supervisor:** Manager of Payroll

**Internal Contacts:** Faculty, Staff, Students

#### **External Contacts:**

- Ministry of Finance
- Human Resources Skills Development Canada
- Canada Revenue Agency
- Sun Life representatives
- Standard Life representatives
- Family Responsibility Office
- Colleague Service Representatives
- Listserves and distribution lists in e-mail
- Teachers' Pension Plan

#### **MATERIALS UTILIZED:**

- General Office Equipment
- Software: MS Office (Word and Excel), Safari, Crystal, Easy Client, Data Colleague, Query Builder
- Calculator, telephone, facsimile machine, e-mail, internet
- Employment and labour legislation
- Employee guidelines/collective agreements
- Confidential employee files

#### **PHYSICAL / MENTAL DEMANDS & WORKING CONDITIONS:**

- Intense visual/listening concentration
- Constant interruptions
- Heavy workload - often several conflicting deadlines
- May be required to work extended hours

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I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

\_\_\_\_\_  
Employee (Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**Approvals**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant VP, Human Resources & Equity, Diversity & Inclusion

\_\_\_\_\_  
Date