



POSITION DESCRIPTION

POSITION TITLE: Senior Regional Payroll/Benefits Administrator

DEPARTMENT: Payroll

CLASSIFICATION: Non Management

APPROVED BY: Regional Lead – Human Resources

UNION: Out of Scope

DATE APPROVED: July 5, 2018

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Regional Manager – Payroll

POSITIONS SUPERVISED: N/A

POSITION PURPOSE

The Senior Regional Payroll/Benefit Administrator provides high level support to the Regional Manager – Payroll in performing necessary functions which assist in the production and processing of Regional Payroll as required on a bi-weekly, monthly and annual basis.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Assists and supports Regional Manager – Payroll in providing and maintaining a high-level regional payroll service.
- Responds to diverse payroll inquiries from internal and external sources as directed by the Regional Manager – Payroll.
- Assists with importing bi-weekly timecards from scheduling application into payroll and addressing import exceptions.
- Supports Regional Manager – Payroll with bi-weekly payroll processing functions.
- Provides ESP and QHR training to Payroll/Scheduling Clerks and Managers throughout the region.
- Provides senior level payroll and benefits support to the Regional Payroll & Benefits Team.
- Provides support to facility Payroll/Scheduling Clerks with payroll procedures and as needed.

- Completes Records of Employment (ROE), submits ROE files to Service Canada and responds to Service Canada inquiries.
- Calculates and processes manual timecard reversals.
- Processes retroactive payments.
- Investigates and processes special payment requests.
- Maintains QHR Checklists.
- Prepares Manitoba Health Payroll reports.
- Prepares and generates bi-weekly department head reports.
- Verifies and prepares bi-weekly payroll remittances.
- Provides relief for all Regional Payroll positions as needed.
- Completes data integrity checks using multiple payroll sources.
- Completes Employment Verification Requests for garnishments and other.
- Leads or assists on payroll projects and related payroll functions as required.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. To be defined.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade XII diploma with aptitude in English and Mathematics.

KNOWLEDGE REQUIRED:

- Knowledge of regional CUPE, MNU, and MGEU PT Collective Agreements.
- Proficiency with Microsoft Office; including Access, Excel and Outlook.

EXPERIENCE REQUIRED:

- Minimum five (5) years recent experience using QHR Payroll & ESP Scheduling in a unionized environment.
- Experience in all areas of Payroll Administration; including benefit administration; vacation administration, completion of Records of Employment and increments.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated accuracy and attention to detail in work performance.
- Demonstrated effective verbal and written communication skills.
- Demonstrated strong organizational skills and ability to meet deadlines.

- Demonstrated ability to analyze processes to improve efficiencies and workflow.
 - Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
 - Demonstrated ability to meet the physical and mental demands of the job.
 - Good work and attendance record.
 - Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
 - All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
 - Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.
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WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
 - May work occasionally evenings and weekends as necessary.
 - Will be required to travel to other regional facilities as the position duties may require.
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SALARY SCALE:

As per Non-Union Salary Scale.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.