

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(TRANSIT DIVISION - LOCATION - MOUNTAIN TRANSIT CENTRE – LOCATION – 2200 UPPER JAMES ST.)

PAYROLL CLERK - ATU 107

SUMMARY OF DUTIES

Under the general supervision of the Manager, Transit Support Services, co-ordinates, prepares and reconciles payroll input for Bus Operators, Maintenance staff and all other Transportation hourly and salaried employees.

GENERAL DUTIES

Responsible for processing of all employee data for the Transit and Transportation Section employees and ensuring data is authorized and valid.

Collects and analyzes all source documents to ensure all information for employee payroll is accurate and processed to meet deadlines. Documents would include information on new hires, personal information changes, promotions, reclassifications, rehires, terminations, time checks, absence reports and vacation schedules.

Sort incoming payroll related documents and process according to appropriate pay periods (wage/salary) and deadlines.

Verify all hours of work, pensionable work hours and premiums generated for HSR Bus Operators by the Trapeze System and make all necessary adjustments.

Verify all hours of work and premiums generated for HSR Maintenance Staff by the Avantis System and make all necessary adjustments.

Complete and balance all hourly payroll records for submission via upload files to the City PeopleSoft Payroll system.

Balance weekly reports and bi-weekly payroll reports generated by City Payroll.

Weekly verify and document all employees' vacation entitlements and withdrawals.

Prepare and provide a detailed statement of Bus Operators pay, including, run time, cover time, premiums, etc.

Answer inquiries in person and by telephone from employees and departments including outside agencies.

Liaise with City Payroll and/or Human Resources for inquiries dealing with deductions, personal information changes.

Provide Payroll information for special projects, WSIB purposes and accounting analysis.

Attend meetings with Trapeze System software developers and test potential software updates, as needed.

Update Payroll calculation process and create information notices, when union collective agreement changes, as needed.

Input incident reports into Risk Master.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Demonstrated experience related to HR/payroll processing acquired through a combination of education and/or related experience.
2. Demonstrated experience with PeopleSoft HRMS or other similar Human Resource Management System, including the use of ad hoc reporting tools. Able to input data at an acceptable level of speed and accuracy.
3. Demonstrated ability to manage a high volume of tasks and duties in an efficient manner in a deadline oriented environment. Personal self management skills to maintain professionalism, work independently, take initiative, and set priorities in a fast paced and constantly changing environment.
4. Demonstrated experience in understanding and interpreting Collective Agreements, Employment Standards Act, Employment Insurance, Corporate Policies and Procedures, Bylaws, etc.
5. Strong computer skills (Word, Excel, Outlook and database).
6. Well developed research, reasoning, analytical and problem solving skills.
7. Must have excellent attention to detail with an aptitude for figures.
8. Must possess strong interpersonal and communication skills to relate readily to subordinates, peers, superiors, solicitors and other departments. Must have a pleasant manner, exhibit tact and diplomacy.
9. Possess the ability to receive and interpret information where accuracy and understanding is important.
10. A high degree of sensitivity, good judgement and confidentiality is required.
11. Experience in developing and maintaining manual and electronic records systems.