#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Payroll & Benefits Specialist

**Job Number:** X-266 | VIP: 1505

**Band:** EXEMPT-4

**Department:** Human Resources

**Supervisor Title:** Payroll Specialist Supervisor / Manager of Pension, Benefits and Payroll

**Last Reviewed:**  November 1, 2024

#### **Job Purpose:**

Reporting jointly to the Payroll Specialist Supervisor and the Manager of Pension, Benefits & Payroll, the Payroll & Benefits Specialist manages and oversees the full payroll cycle for all employees in both Peterborough and Durham. Responsible for processing bi-weekly payroll changes for salaried and hourly employees in accordance with federal and provincial legislation as well as University policy in a multi-union environment. Working in an environment driven by deadlines, the Payroll & Benefits Specialist liaises directly with employees, managers, and supervisors regarding payroll data. Utilizes the Payroll and Human Resource Information Systems to ensure data integrity and the accurate and timely production of all payrolls and statutory remittances. Respond in a professional and timely manner to all questions/concerns. The Payroll & Benefits Specialist will also support the effective administration of the Trent Benefit Plans (Exempt, Exempt Academic, OPSEU, TUFA, CUPE, Research).

#### Key Activities:

##### Payroll

* Processes and maintains system profiles for bi-weekly staff, faculty, and students; using knowledge of collective agreements and other compliance requirements to identify and act on issues with documentation (i.e., missing/incorrect information) in order to maintain data integrity.
* Double check payroll entries for accuracy through payroll simulations, taking action to correct errors prior to final payroll transmission
* Resolution of payroll errors and adjustments, calculation and preparation of manual cheques, GL correction and ensuring they are entered in VIP.
* Responsible for processing employee’s deductions e.g. parking, athletics fees in a timely manner.
* Liaises with staff, faculty, students, managers, pensioners, etc. concerning payroll and processing queries.
* Responsible for issuing Records of Employment and submission to Service Canada.
* Responsible for all payroll year-end functions including balancing and issuing employee tax receipts (T4, T4A, NR4 and Releve’s). Audit resolution of payroll errors and adjustments
* Assists Finance Office and Internal/External Auditors with monthly and year end balancing/reconciliations.
* Responsible for Payroll reporting requirements, ensuring monthly reports, requisitions for third-party remittances and pension reports are completed.
* Run ad-hoc reports as requested from departments and union representatives (overtime, attendance, student employees etc.) - check reports for accuracy and seek out new ways to provide data for planning purposes.
* Work as a team and act as backup for other Payroll Specialists during periods of leave or high-volume processing periods.
* Liaise with other Human Resources staff on appointment letters, terminations, maternity/parental leaves, benefits, pensions etc.
* Ensure proper payment is calculated and processed for appointment letters, terminations, and maternity/parental leaves.
* Prepare government remittances to CRA under three separate accounts as well as Revenue Quebec for residential pensioners and the Minister of Finance for EHT.
* Maintains staff and faculty records in VIP for internal and external reporting and auditing.
* Provides expertise to colleagues on statutory requirements and reviews and processes termination settlements and MOU/MOA payments.
* Interprets collective agreement language as it relates to payroll and implements changes as result of collective bargaining.
* Identifies issues related to payroll systems, policies, and procedures, with a focus on creating greater efficiency and improving customer service.
* Responsible for the accurate and timely production of all payrolls (biweekly and pension).
* Responsible for the production of the General Ledger for delivery to Financial Services.
* Input (either manually or by creating imports) United Way, Development Fund, Family Support deductions and requisition of monthly cheques. Calculate CRA Third Party Demands and garnishments.
* Liaise with appropriate agencies and bodies to stay up to date with any changes in federal and provincial payroll legislation and regulations. Calculate and communicate, in a timely manner, effects/changes in the payroll legislation.
* Provides guidance to managers when hiring students and/or researchers. Resolves payroll/hiring related conflicts that may arise.
* Completes monthly statistics Canada reports.
* Responsible for payroll audit checks including timesheet validations, leave request audits and premium & allowance audits.
* Responsible for implementing salary increases in VIP for the different unions, as well as minimum wage increases.
* Manage general payroll & timesheets email accounts, ensuring all messages are actioned in a professional and timely manner.
* Other projects assigned by the Payroll Specialist Supervisor.

##### Benefits

* Provides support to the Manager of Pension, Benefits and Payroll, assisting with administering all employee benefit plans at Trent: Life, LTD, Extended Health, Dental, Semi-Private, University Health Insurance Plans, Employee Assistance Plans, and Leave Programs.
* Supports the administration of lay-off benefits processes for recurring employees.
* Provide benefits enrolment for new employees, ensure that employees fill out all required documentation, and input benefit selections into HRIS in a timely manner to ensure the accuracy of employee selections and charges to departments and providers.
* Acts as a contact person for benefit providers. Has access to systems to maintain data.
* Responsible for updating, monitoring, and maintaining the Human Resources Benefits website; works with Pension and Benefits Advisor to ensure information is accurate.
* Assists with preparing payment requests for the Sun Life benefits programs and the Health Spending Account
* Answers questions about employee vacation time and provides calculations of vacation time when requested.
* Support the administration of flex benefits for OPSEU and Exempt Staff.
* Tracks and approves tuition waivers in accordance with OPSEU, CUPE, and TUFA collective agreements and university policy.
* Track sick leaves and work with employees to ensure that medical documentation is provided in a timely manner.

#### Education Required:

* University Degree or College Diploma in Business Administration or Human Resources preferred.
* Payroll Compliance Practitioner (PCP) certification or working towards certification.
* CEBS designation considered an asset.

#### Experience/Qualifications Required:

* Three (3) to five (5) years of experience as a Payroll Specialist, Assistant or Administrator.
* Working knowledge of provincial payroll legislation and ESA.
* Excellent analytical and troubleshooting capabilities.
* Attention to detail.
* Strong communication skills.
* Time management skills with the ability to meet strict deadlines.

**Job Evaluation Factors:**

##### Analytical Reasoning

* Responsible for the resolution of complex pay related problems such as call-in or overtime grievances. Assists managers in understanding the complexities of the impact of such policies on rates of pay, interpreting ESA and collective agreements.
* Responsible for determining the most accurate and efficient processes and procedures to accomplish existing and new payroll tasks.

##### Decision Making

* Decide whether or not to accept and process late changes/additional items with current pay run. If the decision is made to process a particular late item, it has to be done so knowing that all other late items must also be processed to remain fair and impartial.

##### Communication

Internal:

* Financial Services employees – to obtain signatures, discuss unusual situations, GL interfaces, payroll transfers, contract for service T4A’s etc.
* Managers and Admin Assistants for each of the Dean’s Offices – to co-ordinate full-time and part-time faculty payroll changes.
* Faculty, Staff & Students – answer payroll queries and advise on procedures.
* IT Employees – validate requests for email, file access and staff/faculty directory.

External:

* Service Canada – issuing Records of Employment, completing payroll information requests etc.
* Canada Revenue Agency – payment of statutory remittances, taxation queries, year-end tax forms, third party remittances etc.
* Auditors – supply auditors with payroll materials and reports as well as answer queries.
* Superior Court of Canada – remittance of garnishments.
* Family Responsibility Office – remittance of family support payments.

##### Supervision

* No formal supervision of others is required.
* Provide guidance by helping new staff to adapt to the work environment or orienting others to work processes and methods on an ad hoc basis.

##### Working Conditions

**Physical Environment**

* Repetitive Strain – large volumes of data being processed, causing sore muscles and eye strain.
* Noise – dealing with traffic noise from hallway, especially when a class or thesis defense etc. is taking place across the hall.
* Odors – smelling paint and/or varnish from carpenter shop.
* Temperature – fluctuating temperatures throughout the day.

**Psychological Environment**

* Demands – dealing with conflicting priorities and deadlines, especially during peak times such as year-end.
* Complaints/criticism – department often criticized – complaints when people do not get paid in a timely manner.
* Confrontation – dealing with difficult people.
* Deadlines – constantly working towards meeting deadlines.
* Interruptions – having to deal with frequent interruptions when having to meet deadlines.
* Stress – overall responsibility of approximately 85% of the university’s budget and ensuring deadlines are met in order to not interrupt an employee’s livelihood

##### Health and Safety

* Risk to the incumbent is no higher than for the general population.