



UNION JOB DESCRIPTION

JD3587

JOB TITLE:	Payroll Data Clerk	JOB DESCRIPTION NO.:	40588
CLASSIFICATION:	Clerk V, Staffing; Clerk III, Payroll ; Clerk II, Timekeeping	GRID/PAY LEVEL:	F 21
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10312; 10702; 10701
UNION:	HEU	JOB/CLASS CODE:	40588
PROGRAM/DEPARTMENT:	Finance - Payroll Services	BENCHMARKS (If Applicable):	10312; 10702; 10701
REPORTING TO:	Coordinator, Timekeeping & Pay Queries		
FACILITY/SITE:	Gorge Road Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

This position reports to the Coordinator, Timekeeping/Pay Queries, and is responsible for converting hours worked, as per departmental time recording documents, to pay codes to ensure accurate payment and reporting of employee time. Applies collective agreement language to determine appropriate pay rates (for overtime & call back), premiums, allowances, and leave entitlements. Ensures appropriate authorization of hours worked as per the VIHA s spending authority policy.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. On a daily basis enter changes to scheduled time, as indicated on department time cards, into the timekeeping system. Ensure appropriate authorization of hours worked, follow documented Timekeeping Guidelines to correctly apply collective agreement interpretation, and monitor leave bank balances to determine appropriate coding.
2. Enter leave information for employees, from leave request forms, in the timekeeping system. Ensure appropriate authorization of leave taken, follow documented Timekeeping Guidelines to correctly apply collective agreement interpretation, and monitor leave bank balances to determine appropriate coding.
3. Process overtime and call back forms, submitted by departments. Ensure appropriate authorization of overtime hours worked and follow documented Timekeeping Guidelines to correctly apply collective agreement interpretation. Determine correct pay codes to be used, for payment and/or banking of overtime and call back hours, to ensure payment is at the correct rate and hours are accurately reported.
4. Process pay queries, including retrieving relevant documents, ensuring appropriate authorization of changes to hours worked or leave taken, enter corrections in the timekeeping system, and updating the pay query tracking log with resolution and feedback to the employee.
5. Process corrections in the timekeeping system resulting from review of audit reports for timekeeping anomalies, receipt of late information, and/or department requests (e.g. department changes)
6. Review timecard exception reports (from HR/Payroll system) and process corrections in the HR/Payroll system as required.

7. Process overtime bank payouts as per employee requests. Ensure correct pay codes are used to decrement the correct overtime bank, and that the hours processed do not exceed the available overtime bank balance.
8. Track receipt of daily and/or bi-weekly flow sheets and identify departments with missing documents.
9. File all timekeeping documents (flow sheets, overtime/call back forms, leave request forms, department emails) using established archiving protocols.
10. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, and three years' recent related experience or an equivalent combination of education, training and experience.

Skills And Abilities

- Ability to keyboard at 45 wpm
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.