



NON-CONTRACT ROLE DESCRIPTION

JD4670

ROLE TITLE:	Payroll Analyst	ROLE DESCRIPTION NO.:	4670
DEPARTMENT:	Finance	HEABC REFERENCE NO.:	18721418
REPORTING TO:	Coordinator, Payroll Processing	HSCIS CODE:	07099
CLASSIFICATION:	NCEC/Range 6	JOB CODE:	91315

ROLE 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 is required to use a personal computer and a variety of software programs at an intermediate level. Reports to Payroll Processing Coordinator. Provides support and work direction to designated staff by assisting in problem resolution and assisting in the coordination of work assignments. Monitors operations to ensure departmental standards are met and payroll data is processed according to established policies and procedures. Performs payroll accounting duties in the accumulating, recording, and processing of data for payroll such as manual payments, accrual bank payouts or adjustments, cancelled payments, WCB net pay calculations and T4/T4A year-end requirements as set out by CRA. Reconciles system functions with both internal & external guidelines (CRA/Contract agreements).

DUTIES AND RESPONSIBILITIES:

1. Provides support to team lead on work direction to designated staff by assisting in problem resolution, coordinating work assignments in conjunction with Payroll Coordinator/Supervisor, or designate, and providing input into performance appraisals, training and orientation upon request.
2. Provides guidance and technical advice, facilitating resolutions to work problems and monitoring operations to ensure departmental standards are met.
3. Participates in employee performance evaluations for designated staff to promote quality of work performance.
4. Provides training and/or orientation on payroll system features to payroll staff and timekeepers.
5. Provides information and participates with Payroll Process Improvement Analyst to maintain process documentation.
6. Provides department education to ensure department staff follows established processes, including incorporating staff feedback and updating audit reports as appropriate.
7. Compiles and inputs data for payroll processing such as importing the time entry interface in to MediTech (payroll system) including review and correction for records rejected from the time entry system interface in accordance to established procedures.
8. Verifies & Confirms non-recurring adjustments for data entry (e.g. scholarship payments, employee referral program, grievance settlements), accrual bank adjustments and bank payouts, and cancelled payments. Performs manual calculations as required. Obtains approval in accordance to established policies and procedures where payment amount exceeds signing authority.

9. When required, calculates, prepares and inputs off cycle payments - paid either by cheque or by supplementary direct deposit. Updates the manual cheque register to record the issue and distribution of manual cheques. Initiates stop payments as required.
10. Reconciles designated withholdings on active pay processing. Identifies problems and takes corrective action to resolve discrepancies before pay is completed, e.g. informs Leave Team or Payroll Accounting of any variances that require correction on CPP or EI withholdings etc.
11. When required, calculates and prepares termination and severance cheques, including sick bank payouts, severance payments, accrual bank balance payouts and non-taxable severance payments paid directly to employee RRSPs. Ensure payments are reported correctly, based on years of service & eligibility, on the employee T4/T4A slips.
12. Calculates and verifies retroactive payments and/or reimbursements for employee withholdings.
13. Enters Financial Institution/transit information into Payroll system as requested from HR Records. Ensures Financial Institution/transit information is not duplicated in Payroll system.
14. Performs related clerical duties as required, such as composing letters and memos to accompany various payroll remittances or reports, termination payments, or in response to inquiries (i.e. ICBC) as required.
15. Completes required system(MediTech/ESP) testing for upgrades and new earnings and/or withholding codes
16. Assist Payroll Coordinators with the Year-end processing and completion of T slips according to established procedures. Monitors printer and sealer to ensure that T slips are correctly printed and sealed.
17. Ensure the safekeeping of all payroll forms (pay statements, cheques, T4 and T4A forms, Records of Employment).
18. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a diploma in Accounting, Finance, or related discipline with a minimum of five (5) years' recent related payroll and system application experience within a complex, computerized, multi-union environment, including two years in a supervisory capacity, with at least 3 years in timekeeping, payroll, benefits, accounting, or data management, preferably in a healthcare field. Must hold a Canadian Payroll designation (PCP, CPM).

Skills And Abilities

- Previous experience with process re-design and workflow analysis is desired.
- Detailed knowledge of ESP and/or Meditech systems relative to timekeeping, payroll, benefits, accounting, or data management an asset.
- Detailed knowledge of collective agreements relative to timekeeping, payroll, benefits, or data management within a Healthcare setting.
- Demonstrated knowledge of process improvement tools and techniques.
- Demonstrated analytical and problem solving skills to develop progressive, creative and innovative solutions.
- Knowledge of self-managed team principles and techniques.
- Knowledge of performance management processes.
- Ability to assist with supervision of multiple teams.
- Ability to organize work for self and others.
- Ability to present and prepare concise analyses, reports and recommendations to multidisciplinary audiences.

- Ability to work independently and as a team member.
- Exceptional communication skills including conflict management.
- Demonstrated leadership, customer service and interpersonal skills.
- Ability to act with tact and diplomacy under the work pressures of time and pace with emotional stability.
- Physical ability to perform the duties of the position.