

PAYROLL AND BENEFITS

Job Related Skills

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|-----|---|---|----|---|----|----|
| 1. | Ensure that employees of the Division receive payment for services promptly in accordance with all salary contracts and collective agreements. | O | VG | S | NI | NA |
| 2. | Prepare, ensure accuracy and process all entries for payrolls for computer processing including calculation of all hours of work and overtime. | O | VG | S | NI | NA |
| 3. | Verification of all teacher qualifications and experience with the Professional Certification Branch of Manitoba Education, Citizenship and Youth. | O | VG | S | NI | NA |
| 4. | Reconcile and process all remittance data for all benefits, government deductions and agencies and prepare the necessary information for Accounts Payable. | O | VG | S | NI | NA |
| 5. | Prepare and process Direct Deposit transfers/Payroll Cheques and distribute itemized statements of earning and deductions for all employees. | O | VG | S | NI | NA |
| 6. | Prepare all record of employment insurance forms for lay-offs and terminated employees and complete all requests for payroll information for employment insurance purposes. | O | VG | S | NI | NA |
| 7. | Balance, issue and distribute all T4 forms and prepare annual T4 summary. | O | VG | S | NI | NA |
| 8. | Prepare the annual Workers Compensation return, submit quarterly payments and collate information on injury claims as required. | O | VG | S | NI | NA |
| 9. | Maintain accurate and current information regarding each employee's vacation entitlement, sick and other leave accumulations and salary updates. | O | VG | S | NI | NA |
| 10. | Maintain complete employee files. | O | VG | S | NI | NA |

11.	Verify class and experience for all new teachers.	O	VG	S	NI	NA
12.	Administrative Pension Plans, TFSA Plans, Group Insurance Plans, LTD/STD Plans, Blue Cross Plans, CUPE and MTS/SVTA fees, Canada Savings Bonds and other such plans that the Division may enroll in.	O	VG	S	NI	NA
13.	Assist the Secretary-Treasurer with the preparation of all appropriate material for the annual audit.	O	VG	S	NI	NA
14.	Provide credit information and references to organizations outside the Division in accordance with regulations and statistics.	O	VG	S	NI	NA
15.	Process garnishment requests.	O	VG	S	NI	NA
16.	Process employment verifications.	O	VG	S	NI	NA
17.	Prepare monthly invoices to collect employee benefits while away on leave.	O	VG	S	NI	NA
18.	Invoice organizations for replacement employer costs. (MTS, SVTA, Grants)	O	VG	S	NI	NA
19.	Coordinate yearly support staff pension seminars with the plan advisor and schools, attend each meeting and provide feedback to Pension Plan committee.	O	VG	S	NI	NA
20.	Prepare quarterly PST Remittance and submit payment to our financial institution.	O	VG	S	NI	NA
21.	Perform other duties as assigned.	O	VG	S	NI	NA
22.	Attendance	O	VG	S	NI	NA

Public Relations

a)	works positively as part of the division office team	O	VG	S	NI	NA
b)	interacts positively with other staff	O	VG	S	NI	NA
c)	interacts positively with the public	O	VG	S	NI	NA

Personal Qualities/Attributes

a) punctuality	O	VG	S	NI	NA
b) dependability	O	VG	S	NI	NA
c) cooperation	O	VG	S	NI	NA
d) enthusiasm	O	VG	S	NI	NA
e) judgement	O	VG	S	NI	NA
f) adaptability	O	VG	S	NI	NA
g) confidentiality	O	VG	S	NI	NA
h) personal appearance	O	VG	S	NI	NA
i) attitude to work	O	VG	S	NI	NA
j) accepts responsibility	O	VG	S	NI	NA
k) accepts direction	O	VG	S	NI	NA

Comments:

Ratings:	Outstanding	Very Good	Satisfactory	Needs Improvement	Not Applicable
Outstanding	<u>Outstanding</u> is unusual. Genuine “outstanding” performance means performance that is all one can possibly expect in all phases of the work. “outstanding” work performance means a degree of performance that can be achieved but rarely maintained. <u>All ratings of “outstanding” must be accompanied by a written statement containing specific examples that demonstrate the nature of the outstanding performance.</u>				
Very Good	<u>Very Good</u> means that the employee meets requirements of his/her position satisfactorily throughout the rating period, and in addition consistently performs at a level above such requirements in many areas of his/her total work performance.				
Satisfactory	<u>Satisfactory</u> means the performance of an employee who consistently meets the requirements of his/her position in a satisfactory manner throughout the rating period. By this standard he/she is a worker who has produced what can be reasonably be expected of a fully competent person in the position.				
Needs Improvement	<u>Needs improvement</u> means the performance does not meet all requirements of the position, and hence falls below the average of the work group. A “Needs Improvement” rating indicates a positive need for a discussion between the employee and his/her supervisor regarding the shortcomings. <u>A suggestion on how to improve must accompany this comment.</u>				
Not Applicable	<u>Not applicable</u> means that the particular job characteristic is not an expectation for this employee as part of his/her regular duties at this time.				

Growth Plan (Summary)

Name:

Date:

1. General Information – position description

2. Growth Plan (Goals)

3. Areas of Strength:

4. Suggestions for Improvement:

5. Recommendations/Conclusions:

I have read and received a copy of the evaluation.

Employee Signature Date

Evaluator's Signature Date

Comments: (additional sheets may be added if required)