

Human Resources: Evaluation Rubric Payroll and Benefits

AP: 808C

#### **PAYROLL AND BENEFITS**

#### **Job Related Skills**

1.	Ensure that employees of the Division receive payment for services promptly in accordance with all salary contracts and collective agreements.								
	T. P.J	0	VG	S	NI	NA			
2.	Prepare, ensure accuracy and process all entries computer processing including calculation of al			and over	time.				
		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/Pa distribute itemized statements of earning and de	•	_	ıd					
	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.	0	VG	S	NI	NA			
7.	Balance, issue and distribute all T4 forms and p	repare ar O	nnual T4 VG	summa S	ry. NI	NA			
8.	Prepare the annual Workers Compensation repayments and collate information on injury		-	•					
	r-y	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			



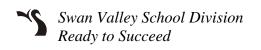
# Swan Valley School Division Ready to Succeed

## **Administrative Procedure Manual**

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11.	Verify class and experience for all new teachers.	О	VG	S	NI	NA	
12.	Administrative Pension Plans, TFSA Plans, Blue Cross Plans, CUPE and MTS/SVTA for plans that the Division may enroll in.						
13.	Assist the Secretary-Treasurer with the prep annual audit.	earation of O	all appro VG	priate r S	naterial f NI	or the NA	
14.	Provide credit information and references to accordance with regulations and statistics.	organizati O	ons outs VG	ide the	Division NI	in 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 employe	ee benefits O	while av	way on	leave. NI	NA	
18.	Invoice organizations for replacement emplo	oyer costs. O	(MTS, S	SVTA,	Grants) 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						
- 0		0					
20.	Prepare quarterly PST Remittance and subm	nit paymen O	t to our f VG	inancia S	ıl instituti NI	on. NA	
21.	Perform other duties as assigned.	O	VG	S	NI	NA	
22.	Attendance	0	VG	S	NI	NA	
Public Relat	ions						
	a) works positively as part of the division						
		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	





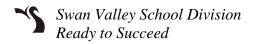
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## **Personal Qualities/Attributes**

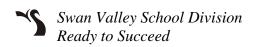
a)	punctuality	О	VG	S	NI	NA
b)	dependability	O	VG	S	NI	NA
c)	cooperation	O	VG	S	NI	NA
d)	enthusiasm	O	VG	S	NI	NA
e)	judgement	O	VG	S	NI	NA
f)	adaptability	O	VG	S	NI	NA
g)	confidentiality	O	VG	S	NI	NA
h)	personal appearance	O	VG	S	NI	NA
i)	attitude to work	O	VG	S	NI	NA
j)	accepts responsibility	O	VG	S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

Comments:



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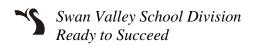
Ratings:	Outstanding	Very Good	Satisfactory	Needs Improvement	Not Applicable		
Outstanding	that is all one of performance maintained. A	can possibly neans a degrall ratings of aining spec	expect in all pharee of performance "outstanding" m	ling" performance mases of the work. "or the te that can be achieved as the accompanied to the demonstrate the national state of the st	utstanding" work red but rarely by a written		
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	requirements of period. By this	of his/her pos s standard h	sition in a satisfa ne/she is a worker	employee who consist ctory manner throug who has produced with the position of	ghout the rating what can be		
Needs Improvement	position, and h Improvement" employee and	ence falls b rating indic his/her supe	elow the average cates a positive ne	e does not meet all r of the work group. eed for a discussion the shortcomings. Ament.	A "Needs between the		
Not Applicable				characteristic is no duties at this time.	t an expectation		



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Growth Plan (Summary)					
Nan	ne: I	Date:			
1.	General Information – position description	on			
2.	Growth Plan (Goals)				
3.	Areas of Strength:				
4.	Suggestions for Improvement:				



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5.	Recommendations/Cond	clusions:				
I ha	ve read and received a co	py of the evalua	ntion.			
 Emp	ployee Signature	Date				
Eva	luator's Signature	Date	-			
Con	Comments: (additional sheets may be added if required)					