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## Job Specification

**Position Title:** PERSONNEL PAYROLL CLERK  
**Job Code:** OPSEU - Office Administration 09, 09OAD  
**Job ID:** 21164

### Purpose of Position:

To provide a variety of services and complex duties related to the provisions of payroll/personnel and attendance services for staff members at Ottawa Carleton Detention Centre.

### Duties/Responsibilities:

- 1) Reviewing, preparing and processing a variety of human resources and payroll documents related to new hires, terminations (including retirements), benefits, changes in status, transfers, unclassified time sheets/hours worked, Workplace Safety and Insurance Board (WSIB) claim documents, and leaves of absence; submitting authorized documents, or keying directly to Corpay and other computerized systems, e.g. Workplace Information Network (WIN), ensuring accuracy, completion and proper authorization. Ensuring new employees are informed of terms of employment, benefits, entitlements to probationary staff provisions, pay dates, direct deposits, vacation & sick leave benefits using knowledge of applicable regulations.
- 2) Completion and follow-up of all Workplace Employee Action Report (WEAR) forms pertaining to temporary assignments and extensions/return to home position, eligibility for merit increases. 3) Recording and verifying of all employee attendance into WIN and local attendance systems for on call/irregular scheduled employees.
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- 4) Calculating amounts and coding input documents for salary purposes e.g., Biweekly positive payroll ensuring proper rates of pay with authorizations obtained; temporary payroll deductions; merits; promotions; ensuring all batches entered for premium payments, unclassified hours, deductions are balanced and cleared for errors the the OSS PBR cleclerksior to payroll cutoff; grievance awards; maternity sub-allowances; Long Term Income Protection (LTIP); overtime and other premium payments; receiving and reconciling pay documents in a timely matter and in accordance with collective agreements and directives. Preparing Records of Employment for maternity leaves and termination of fixed term employees.
- 5) Preparing unclassified contracts and informing appropriate manager of upcoming contract expiry dates; calculating unclassified merit increases and attendance credits.
- 6) Liaising with human resources and payroll specialists regarding employee issues e.g., transfers, rehires, verification of previous service, attendance debits/credits; reconciling payroll or other salary related reports.
- 7) Responding to staff inquiries, verbally and in writing, regarding payroll or personnel concerns.
- 8) Organizing, maintaining, updating and ensuring the safekeeping of personnel files, databases. Tracking and maintaining historical data, preparing documentation for the HR Branch and OSS Pay and Benefit Reps

### Knowledge:

Job requires knowledge of payroll (Corpay), attendance (WIN) and benefits processing requirements to prepare and submit both classified and unclassified documentation. Job requires knowledge of relevant sections of government administrative manuals, e.g., Human Resources Guidelines; personnel policies, practices; collective agreements; statutes e.g. Public Service Ontario Act and directives to verify employee entitlements and payroll related payments/deductions, to respond to employee inquiries, and to liaise with human resource specialists. Job requires knowledge of fully programmable work processor and associated software, e.g. Word, Excel, e-mail to prepare correspondence, charts to input or extract

payroll/attendance data and to produce reports. Job requires knowledge of arithmetic to calculate and reconcile documents relating to payroll, attendance and employee benefit entitlements. Job requires the ability to organize, coordinate and complete work within established time-frames and under minimal supervision.

**Skills:**

Job requires analytical and reasoning skills to verify human resources and payroll information in reports, spreadsheets or other sources to ensure accuracy. Job requires analytical and problem-solving skills when identifying, analyzing and resolving inaccuracies in payroll and attendance documents. Job requires problem-solving skills when responding to queries from cost center staff concerning payroll/benefits, human resources issues, to resolve discrepancies and explain entitlements. Job requires reasoning skills to determine what matters should be given priority when performing a variety of different tasks with conflicting deadlines. Job requires oral communication skills to explain to employees procedures, practice, directives, policies, as they apply to pay, insurance or other pay/benefit related issues. Job requires writing skills to prepare memos when responding to employee inquiries or liaising with Ministry specialists/outside agencies. Job requires interpersonal skills and tact to resolve discrepancies or complaints, e.g. over/under payroll payments. Ability to apply arithmetic skills, e.g. calculating premium payments. Ability to utilize a fully programmable word process and related software for correspondence and reports.

**Freedom of Action:**

Job requires adhering to established human resources and payroll procedures, legislation and government/ministry manuals, directive and guidelines. Job is responsible for providing information to enquiries to all levels of staff. Job is required to make all work related decisions on best approach to accomplish assigned tasks. Job is required to exercise judgement when interpreting policies/procedures and to resolve on-going difficulties due to payroll and personnel related problems, with access to human resources and payroll specialists to resolve problems such as payroll errors, collective agreement interpretations relating to pay and benefits, referring unusual matters outside of established procedures and practices to supervisor for direction. Work is sporadically reviewed by supervisor for accuracy.