



**NOTICE:** Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

## Job Specification

**Position Title:** PAY AND BENEFITS DATA ENTRY CLERK  
**Job Code:** OPSEU - Office Administration 06, 06OAD  
**Job ID:** 17239

### **Purpose of Position:**

To provide data entry functions and back up administrative / clerical support to the Pay & Benefits Unit in Thunder Bay

### **Duties/Responsibilities:**

Job requires:

1. Performing data entry functions such as keying into OPS Payroll system forms such as Additional Payments, Retroactive Adjustments, Handdrawns, Cancellations, Overpayments and Time Input in order to process employees payroll.
2. Keying simple, straightforward transactions into the Workforce Information Network (WIN) system such as unclassified /student contracts, extensions, terminations.
3. Inputting employee CTO accruals into WIN Attendance & Leave Module and making any approved simple and straightforward absence adjustments as directed by the Team Lead/Manager.
4. Retrieving information from CORPAY/WIN and information calculated by the Pay & Benefits specialist to complete the Record of Employment in order to provide information to employees within 5 days.
5. Providing back up to Office Services Clerk position as required by providing assistance with reception duties, receiving, opening and distributing incoming mail, preparing outgoing mail. Maintaining and updating Unclassified staff files for premium payment forms and filing same.
6. Opening OPSEU Pension Trust (OPT) secure messages and Contact Centre-CATS tickets and redistributing to appropriate PBS on a daily basis.
7. Receiving and reviewing all manual Extra Fire Fighting (EFF) Field Office payrolls to balance and reconcile to time checks. Enter information on tracking spreadsheet. File payroll copies by location with time checks when completed.
8. Preparing template letters as required such as; University benefit coverage letters.
9. Other duties as assigned.

### **Knowledge:**

Job requires knowledge of:

Personal computer operation and related software to input and retrieve data. (e.g. WIN, CORPAY, Word processing, Spreadsheets, E-Mail, Internet). Knowledge of office equipment (e.g. photocopier, facsimile, computer printers) to ensure efficient office operations

Administration policies, procedures and practices including filing systems to organize, maintain and update files and provide support to the Pay & Benefits Unit receiving, opening and distributing incoming mail, distributing OPT secure messages and CATS tickets to appropriate Pay & Benefits Specialist.

Preparing outgoing mail. Maintaining and updating Unclassified staff files for premium payment forms and filing.

The EFF payroll policies and procedures to reconcile and balance field office payroll by checking time checks and payroll for accuracy and completeness.

**Staffing and Licensing Requirements:**

Data Entry to 45 words per minute.

**Skills:**

Job requires:

Analytical and mathematical skills to determine error / problems on various input documents in order to reconcile and verify data and to do complex calculations.

Priority setting / organizational skills of own work to accomplish day-to-day duties to meet various deadlines.

Interpersonal skills to tactfully deal with clients and team members when requesting information or for clarification. Good oral and written communication skills to follow up on missing information on documents submitted by clients to ensure completeness of forms.

Computer skills to use complex software/ programs (e.g. WIN, CORPAY, Word processing, Spreadsheets, E-Mail, Internet) to input and retrieve data

Data entry to 45 words per minute.

**Freedom of Action:**

Job requires:

Working in accordance with government/ministry payroll policies and procedures, WIN / Corpay guidelines and office / account policies and procedures. The incumbent will exercise judgment in identifying errors in the payroll manual. Scheduling own work activities, prioritizing tasks to ensure operational requirements and deadlines are met, and ensure the effective administrative support and information flow in the payroll operations branch, distributing OPT secure messages and CATS tickets to appropriate PBS.

Exercises independent judgement and decision-making in fully analyzing and reviewing incoming manual Extra Fire Fighting (EFF) Field Office payrolls to balance and reconcile to time checks.

Referring to supervisors situations which are not covered by established procedures e.g. invalid rate used for manual payroll