



**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 SPECIALIST (Seasonal)  
**Job Code:** OPSEU - Office Administration 10, 10OAD  
**Job ID:** 18703

### Purpose of Position:

To provide human resources support services including calculating and processing transactions related to payroll and benefits, for an assigned portfolio of the client Ministry. To conduct employee induction/exit interviews, and provide comprehensive advice/interpretation of related legislation, regulations, and Collective Agreements on options affecting employee benefits. To update hardcopy and computerized records.

### Duties/Responsibilities:

Within the Ontario Shared Services of Ministry of Government Services, Human Resources Transactional Services Division, Payroll Operations Branch, responsible for the provision of payroll and benefits services under collective agreements (C.A.), related legislation, regulations and MGS Directives and Guidelines; the position calculates, processes and controls authorized payroll and benefits transactions for regular, part-time and unclassified employees by:

1. Reviewing and verifying approved authority documents; processing payroll transactions on changes related to promotions, demotions, appointments, transfers, terminations, severance, retirement, surplus benefits, gratuity, retroactive payments, changes in deductions, overtime and premium payments, merit increases, reclassifications, salary revisions, leaves of absence (e.g. vacation, MCO days, parental, adoption, pregnancy/sub-allowance, severance, bereavement(s), death benefits, grievance settlements, etc.
2. Preparing input documents and processing related payroll changes into WIN/CORPAY and other computerized systems, such as, CARS/LARS; implementing voluntary deductions, e.g. Credit Union, Charities, PSPF arrears, etc. Investigating occurrences of overpayments or payments that are overdue; researching, amending, reconciling and distributing accurate T4 and T4As; acting as liaison with proper authority on direct deposit recalls, rejects, cancellations, and Canada Savings Bonds; ensuring processing integrity and accurate/timely input of information
3. Conducting employee induction/exit interviews; providing comprehensive advice/interpretation of related legislation/regulation/C.A. on options affecting benefits (e.g. group life and supplementary health insurance, Religious Holiday Leave, Compressed Work Week (CWW) arrangements, unpaid leave provisions, retirement options, STSP/LTIP, Employment Insurance (EI), CPP, WSIB, Income Tax, PSPF, Family Support Plan, pregnancy/sub-allowance payments, vacation, severance, MCO days; obtaining all legal mandatory employment documentation (e.g. Proof of Citizenship of Landed Immigrant, Social Insurance Number, Oath of Office and Secrecy); ensuring accurate/timely processing of all information
4. Responding to customer needs/concerns by providing accurate information/assistance to clients; serving as primary contact between MGS-OSS and staff of client Ministry/other OPS Ministries, Human Resources and Finance Branches, Human Resources Development Canada (HRDC), Canada Revenue Agency, Insurance Carriers, CPP, OPSEU Pension Trust, Ontario Pension Board, and other jurisdictions to obtain/exchange information and resolve problems regarding payroll and benefit statutory requirements and documents, including but not limited to transfers, promotions, acting assignments, terminations, contract expiry, LTIP/STSP benefits, EI, pension contributions, investigation of rejected supplementary health, hospital, dental claims, cheque cancellation, garnishments, deceased employees estates, loss in wages/damages, etc.
5. Initiating the preparation of correspondence and documentation required by insurance carriers, OPS ministries, agencies, banks and/or other jurisdictions on behalf of employees and/or line management to effect/change premiums, request additional information, resolve problems related to inter-ministry transfers, journal entries, benefits/records of employment, WSIB claims, Canada Savings Bonds, recovery of overpayments, payments due, manual pay cheques, net pay clearing, etc.

6. Ensuring the maintenance of accurate data for filing and maintaining a variety of records, including computerized records/bring forward systems and control files; compiling data for and/or preparing and updating various reports, such as, employee service and earning (PSPF), salary reviews/deductions, merit increases, garnishees, LTIP, seniority/continuous service dates, etc.; maintaining bi-weekly pre-controls for payroll reconciliation; printing spreadsheets using Excel, as required
7. Performing other administrative functions by reviewing direct deposits and taking corrective action; following-up on acting assignments and secondments; loading, browsing and printing WIN/CORPAY reports through WIN and SAR, distributing benefits forms/booklets to employees
8. Provide back-up support to other Payroll and Benefits Specialists who are away due to vacation or illness; assist with backlog cleanup, as necessary; provide information and training to client groups, as required
9. The Manager may have the right to assign additional responsibilities

**Knowledge:**

Position requires knowledge of sections of federal provincial legislation related to statutory deductions and benefits (e.g. CPP, Income Tax, EI, WSIB, Labour Law, CECBA, MGS Directives, Guidelines, policies and procedures (e.g. WIN/CORPAY User/Manual), sections of C.A. (e.g. OPSEU, AMAPCEO, PEGO), legislative authorities such as the Public Service Act/Regulations related to payroll and benefits, interpret and counsel employees on payroll and benefit entitlements; determine proper application of legislation, regulations, etc.; prepare appropriate documentation; calculate and process pay transactions; advise employees on obligations; clarify application of C.A. legislation, policies, etc. Position requires consideration of employees individual circumstances, then selecting and applying the appropriate regulation, C.A. article, or policy in the appropriate manner. Position requires knowledge of a variety of software (WIN, CORPAY, CARS/LARS, SAR, Excel, Word, e-mail, etc.) in order to create a variety of reports and documents; produce severance estimates/reports; input data and/or update records.

**Skills:**

Position requires analytical skills in investigating errors or problems (e.g. rejected insurance coverage or benefit claims) through the review of information provided by client Ministry, the analysis of employee circumstances and the determination of validity or invalidity of rejection as a result of missing or misunderstood information. Position requires clarifying with insurance carrier issues which may reverse or impact on decision. Position requires analytical skills in investigating overpayments, reviewing computer transactions to determine reason for occurrence, identifying source of problem and taking corrective action. Position requires resolving issues by evaluating alternatives, reviewing precedents, legislation, policies or C.A. articles, and selecting the appropriate application for individual situations (e.g. reviews precedents and C.A. articles pertaining to employees complaint of incorrect payment of overtime and determines the correct application). Position requires mathematical skills to perform calculations on salary information. Position requires organizational skills to set own priorities in order to meet payroll cut-off dates, ensure transactions are processed within timelines required by insurance carriers or other agencies/jurisdictions (e.g. status or payroll changes must be processed in time so that continuity in coverage is maintained and overpayments are not created). Position requires oral/written communication and interpersonal skills to clarify, interpret and provide detailed explanations on administrative procedures, entitlements and benefits, articles under C.A., new or revised policies, legislation, regulations, etc. to employees, line management in order to assist them in comprehending procedures to be followed, or the effects on their pay or benefits. Position responds to complaints regarding discrepancies or an error in payroll cheques, and provides clear and understandable explanations as to reason for discrepancy. Position requires letters on behalf of employees, line management (e.g. to insurance carriers or agencies) in order to clarify discrepancies or provide information, and produces computerized reports/spreadsheets as required. Keyboarding skills.

**Freedom of Action:**

Position requires applying policies, procedures, and directives with latitude for judgement in making decisions, including determining whether to issue a salary advance to an employee; determining method of recovery of overpayments based on employees service, monies due; reviewing individual circumstances and determining employees best options regarding retirement, terminations, benefits and advising/discussing options with employee; determining correct application of C.A. articles, MGS Directives, grievance awards. Position works under general supervision and refers to the Manager only matters that deviate radically from established guidelines, policies and procedures (e.g. complicated grievance awards or interest formulae). Errors can be traced and corrected, but with significant expenditure of time and resources (e.g. failure to meet cut-off dates could result in payment delays to employees, necessitating the issuance of manual cheques, misinformation provided could result in employee confusion and frustration).