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| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | PAYROLL AND TIMEKEEPING CLERK | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of a payroll and timekeeping clerk consists of compiling and posting employee time and payroll data, computing employees' time worked, production and commission, computing and posting wages and deductions, and preparing paycheques. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A high school diploma or equivalent; * Ability to give full attention to what other people are saying and to manage one’s own time and the time of others; * Ability to monitor or assess performance of yourself, other individuals, or organisations to make improvements or take corrective action. | | | | |
| COMPETENCIES: | | * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Integrity — Job requires being honest and ethical. * Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done. * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. | | | | |
| TASKS: | | * Compile employee time, production, and payroll data from time-sheets and other records; * Compute wages and deductions, and enter data into computers; * Distribute and collect timecards each pay period; * Issue and record adjustments to pay related to previous errors or retroactive increases; * Keep track of leave time, such as vacation, personal, and sick leave, for employees; * Process and issue employee paycheques and statements of earnings and deductions; * Process paperwork for new employees and enter employee information into the payroll system; * Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records; * Review time-sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies; * Verify attendance, hours worked, and pay adjustments, and post information onto designated records. | | | | |
| LINES OF COMMUNICATION: | | SPECIFY | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |