



POSITION DESCRIPTION

Position Title: Salary & Benefits Administrator

Division:

Human Resources

Classification: Clerk 5

Supervisor's Title:

Human Resources Advisor

POSITION SUMMARY

Salary & Benefits Administrators ensure accurate and timely employee pay, maintain records, and manage benefit plans for the College. They balance, verify, and record payroll transactions in compliance with legislation, our collective agreement, benefit provisions, and HR policies. All tasks are processed through the HRIMS (Colleague), and administrators are responsible for the accuracy of their work.

RESPONSIBILITIES AND ACCOUNTABILITIES

Payroll Administration

- Process payroll for all employment types at the college [regular, term, casual, distance education, contracts employment agreements, Board of Governors (BOG) members etc...].
- Process all payroll transactions including regular pay, overtime, vacation pay-outs, maternity leave, statutory holiday pay, stand-by premiums, severance pay-outs and leave of absences. Verify the accuracy of all payroll output.
- Set up new employees' entitlements, benefits, leave plans, tax codes and banking information into the payroll system-Colleague. Verify employee set up from Human Resources; position numbers, earn codes, GL
- Calculate and process all retroactive salary and adjustments such as those resulting from reclassifications, collective agreement ratification, promotions, increments and one-time deductions overrides for group insurance, income tax, prepayment of premiums, etc.
- Perform bi-weekly audits to confirm data entry and correct accordingly.
- Verify timesheet set up, ensuring that hours are submitted and paid accordingly.
- Process employee terminations, including leave plans, benefits, position, status and notify affected divisions.
- Prepare and issue Records of Employment via the ROE Web, and respond to queries from Service Canada.
- Notify the Finance Division of vacation corrections and pay-outs for biweekly reconciliation.
- Process Secondments and liaise with various Divisions for attendance confirmation and pay information relating to invoicing for the Finance Division.
- Prepare and sort all Payroll Remittance reports for the Finance Division. Complete appropriate remittance forms and/or letters to accompany the cheques and submit to the appropriate vendors.
- Complete upload of the remittance file to Union.
- Process and remit Garnishment Orders/ Requirements to Pay and track running balance until fulfilment.
- Process stop payments, reversals and request accountable advances. Ensure employee's YTD earnings and statutory deductions are accurate.
- Process additional payroll for late submissions or corrections of pay.
- Inform the Finance Division of bi-weekly payroll and monthly BOG salary and employer benefit costs.
- Troubleshoots, analyzes, detects, identifies and corrects technical problems and deficiencies.

Benefit Administration

- Enrol employees in applicable benefit plans and ensure the payroll system is accurately calculating bi-weekly employee and employer deductions/premiums.
- Respond to queries about pay and benefit issues (via email, telephone, in-person or other correspondence) from employees and outside agencies (such as the Civil Service Superannuation Board, Manitoba Blue Cross, etc).
- Liaise with Civil Service Superannuation Board, Manitoba Blue Cross, Long Term Disability Office, Workers Compensation Board, Employment Insurance and ACC's Finance Division as required.
- Provide benefit information (and various options) to all new regular and longer term, term employees via on-boarding sessions.
- Prepare information packages for employees on maternity/parental leave, Leave of Absences and Long-Term Disability. Outline employee options and ensure all documents are completed correctly and processed accordingly.
- Compose and sign information letters to employees concerning retirement entitlements, benefits and other payroll-related matters.
- Track, monitor and maintain eligibility records for such plans as Civil Service Superannuation Fund, Teachers Retirement Allowances Fund, Manitoba Blue Cross Plans (Dental/Vision/Drug Care, Extended Health, Ambulance & Hospital Semiprivate and Travel Health, Health Spending Account), union membership, etc.
- Process death benefits and liaise with the Civil Service Superannuation Board and beneficiaries where required.
- Calculate all entitlements and prepare information packages for all retiring employees. Process all severance payments and payments to financial institutions. Prepare and forward all required documentation to the Civil Service Superannuation Board.

HRIS / Systems Support

- Perform patch testing and validation when the HRIS (Colleague) is updated, document results and report issues for resolution.
- Maintain working knowledge of Colleague processes required for year-end processing, including preparation, reconciliation, and corrections.
- Use Colleague to support payroll processing and resolve complex system or data issues, including troubleshooting, analysis, and implementing corrective actions.
- Support the in-house timesheet system by working with IAP programmers to identify issues, test fixes, and confirm proper functionality.
- Maintain current knowledge of Ellucian/Colleague functionality and best practices through professional development, including participation in the Canadian Ellucian Users Group (as available/appropriate).

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised	None
Staff Positions Indirectly Supervised	None

Other Key Relationships:

The Administrators interact with managers and employees at all campuses, various off-campus locations and rotating sites. In addition, they will communicate with staff at the Civil Services Superannuation Board, Manitoba Blue Cross and other federal and provincial organizations.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

Salary & Benefits Administrators manage their workload based on volume, handling complex payroll tasks accurately within overlapping, tight deadlines. They work independently and take all necessary steps to ensure their work is completed both accurately and promptly. Administrators are authorized to draft and sign informational letters to employees about benefits, retirement, and related matters.

Administrators must understand all relevant federal and provincial laws, as well as the Collective Agreement and Human Resource and Payroll policies and procedures. They show initiative, attention to detail, and strong organizational, time management, record keeping, problem solving, and follow-up abilities. They exercise sound judgment in deciding when issues need to be referred and demonstrate discretion when dealing with confidential information. Excellent oral and written communication, interpersonal, and customer service skills are required. A thorough knowledge of payroll and accounting practices, proficiency in computer programs and the HRIMS system (Colleague), and Payroll Compliance Practitioner (PCP) Certification are considered assets.

OTHER COMMENTS

Employees' Signature

Date

Supervisor's Signature

Date