

Position Description Form (PDF)

College: Sir Sandford Fleming

Incumbent's Name: Vacant

Position Title: Senior Payroll Administrator

Payband: H

Position Code/Number (if applicable): S00346

Scheduled No. of Hours 35

Appointment Type: 12 months less than 12 months

Supervisor's Name and Title: Suzanne Vesnaver, Payroll Supervisor

Completed by: Suzanne Vesnaver

PDF Date: March 2007

Last Revision: December 2023

Signatures:

Incumbent:
(Indicates the incumbent has read and understood the PDF)

Date:

Supervisor:

Date:

Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.
2. Answer each section as completely as you can based on the typical activities or requirements of the position and not on exceptional or rare requirements.
3. If you have any questions, refer to the document entitled "A Guide on How to Write Support Staff Position Description Forms" or contact your Human Resources representation for clarification.
4. Ensure the PDF is legible.
5. Responses should be **straightforward and concise using simple factual statements.**

Position Summary

Provide a concise description of the overall purpose of the position.

The Senior Payroll Administrator coordinates and administers the College's biweekly payroll function and is responsible for analysis and verification of payroll data.

Responsible for the critical function of preparation and accurate processing of all employees.

Liaises with finance to ensure data accuracy of financial transactions consisting of payments made, along with ongoing analysis of all mandatory deductions (Revenue Canada, CAAT Pension, Sun Life)

Responsible for analysis, reconciliation and finalization of all payroll data for year-end reporting of T4 and T4A slips.

Identifies and assesses sensitive and potentially critical situations, ensuring appropriate direction and/or action is taken.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather than detailed work routines.

	Approximate % of time annually*
<p>1. Payroll Coordination and Administration</p> <p>Proactively coordinates with HR Officers, Benefits Administrator, Academic Workload Staffing specialist (AWSS) and Financial Officers (FO) to ensure timely and accurate processing of the payroll cycle. Reviews and audits incoming HR, benefits and payroll source documents for a variety of changes including new hires, terminations and retirements, full time and temporary contracts, alternate work week arrangements, leaves of absence, reclassifications and temporary positions changes. Audits the payroll bring forward files used to monitor and process ongoing critical payroll issues in conjunction with HR Officers and Consultants.</p> <p>Confirms the necessary payroll and tax set up required, including determining department budget information, TD1 amounts, calculating payouts, processing manual cheques to record YTD amounts, calculating retroactive payments, validating increment dates and validating payroll results in the Human Resources Information System (HRIS) to ensure accurate calculations. Liaises with HR Officers, AWSS, FO and Payroll Manager as required.</p> <p>Disseminates information concerning policies, procedures, collective agreements, payroll/HR process, benefits programs, etc. Handles sensitive telephone and walk-in enquiries from staff at all levels. Ensures effective communication and liaison with appropriate HR Consultants or other Divisional staff as required.</p>	<p>20</p>

<p>2. Payroll Entry/Audit Functions</p> <p>Conducts preliminary audits on all source documents to verify data compliance (i.e. Collective agreements, legislative requirements, CRA, CAAT)</p> <p>Manual entry of exception hours, overtime hours, set up of digital timesheet. Per pay and month end remittance requisitions. Off cycle payments.</p> <p>Produces and reviews audit queries each pay cycle to monitor additional responsibilities earnings; salary changes/payments for full time and contract staff such as grid changes, collective agreement increases, retro payments, footwear/eyewear allowances; full time Appendix D earnings; full time staff teaching contracts; garnishments calculations and processing.</p> <p>Conducts audit reporting for payroll general ledger errors. Compiles payroll reports, audit summaries and registers into the payroll audit file for review by Payroll Manager.</p>	<p>35</p>
<p>3. Payroll Coordination/Production</p> <p>Initiates payroll processing cycle, preliminary payroll calculations in the HRIS and runs required registers. Performs extensive audit/balancing procedures following the preliminary calculation to verify data integrity before final confirm. Investigates and resolves functionality issues and system errors.</p> <p>Produces delivered HRIS system payroll reports including payroll summary register, direct deposit listing, pay advice register, deduction registers, general ledger interface summary for inclusion in the payroll audit file and pay period analysis files.</p> <p>Performs the final payroll calculation, produces final payroll reports and conducts system backups. Prepares, verifies and transmits the electronic payroll deposit files to Royal Bank and generates the pay slip file. Finalize the posting of payroll data to employee year-to-date accumulators and the finance general ledger.</p>	<p>15</p>

<p>4. Payroll Quarterly and Year End Processing</p> <p>Conducts quarterly audits of employee's YTD payroll balances to ensure pension deductions, statutory deductions and tax group assignment is in compliance with Revenue Canada and CAAT Pension plan regulations, making corrections where required.</p> <p>At year end, sets up all information required for the upcoming year in the HRIS. Performs advanced data analysis, reconciliation, and adjustments to ensure employee accumulators are accurate prior to T4 and T4A slip production.</p> <p>Works collaboratively with the Finance Technical Business Analyst to test T4 functionality, ensuring all issues are resolved and forms are produced and distributed by legislated reporting deadlines. Ensures all CRA business accounts are reconciled to T4/T4A data. Prepares final reports for the Payroll Manager to review and authorize. Prepares correspondence and follow-up on employee issues required as a result of year-end procedures. Produces amended T4/T4A slips and reports when required.</p>	<p>10</p>
<p>5. HR System Support (for payroll) & Maintenance:</p> <p>Liaises with the Finance Technical Business Analyst to troubleshoot functionality problems and develop 'retro-fits' for College payroll issues within the delivered payroll system. Creates and maintains accurate procedural documentation for payroll production steps. Performs HR system functionality testing during tax patches/systems updates and bundles. Provides practical end user information (i.e. moving between screens, location of data fields, necessary 'workarounds', etc.).</p> <p>Participates as required in HR system development as the payroll functional expert, with regard to new data elements and process redesign initiatives.</p> <p>Liaises with Finance Technical Business Analyst to proactively perform routine maintenance functions on established rate tables (earnings codes, deduction codes, benefits, department budget tables) and data structures in the HRIS, ensuring both legislative and collective agreement compliance. Provides backup to the Finance Technical Business Analyst in maintenance of payroll configuration tables. Creates and maintains payroll calendars in the HR which define the parameters for producing the corporate payroll.</p>	<p>5</p>

<p>6. Sun Life Benefit Analysis</p> <p>Analyzes the Sun Life monthly billing, ensuring that the amounts charged by Sun Life match our records. In cooperation with the Finance Department, analyzes and reconciles issues regarding general ledger/deduction balancing and preauthorized payment reconciliation.</p>	<p>10</p>
<p>7. Other related duties as assigned completion of ROE weekly/biweekly</p>	<p>5</p>

- * To help you estimate approximate percentages:
- | | | |
|---------------------|---------------------|---------------------|
| ½ hour a day is 7% | 1 hour a day is 14% | 1 hour a week is 3% |
| ½ day a week is 10% | ½ day a month is 2% | 1 day a month is 4% |
| 1 week a year is 2% | | |

1. Education

A. Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the-job training in this information.

- Up to High School
- 1 year certificate
- 2 year diploma

- Trade certification
- 3 year diploma / degree
- 4 year degree or 3 year diploma / degree plus professional certification

- Post graduate degree (e.g. Masters) or 4 years degree plus professional certification

- Doctoral degree

Field(s) of Study:

Business or Accounting

B. Check the box that best describes the requirement for specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirement that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

- No additional requirements

- Additional requirements obtained by course(s) of a total of 100 hours or less

- Additional requirements obtained by course(s) of a total between 101 and 520 hours

- Additional requirements obtained by course(s) of a total of more than 520 hours

Canadian Payroll Association – Payroll Compliance Practitioner (PCP)

2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of year of experience, in addition to the necessary education level, required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or on-the-job training occurs after the conclusion of the educational course or program.

- Less than one (1) year
- Minimum of one (1) year
- Minimum of two (2) years
- Minimum of three (3) years
- Minimum of five (5) years

	<p>Payroll administration experience with a Human Resources Information System including demonstrating a thorough understanding of the overall payroll cycle. This includes government remittances, Records of Employment, General Ledger account reconciliation, benefit and pension administration, system trouble-shooting, data querying and reporting.</p> <p>Extensive experience with computerized HR/Payroll systems and their integration with other systems (ie. financial reporting, budget forecasting, HR planning)</p> <p>Experience using advanced data management, extraction and report-writing skills, and a variety of software applications and systems (advanced word processing, including graphics functions, advanced spreadsheet creation and manipulation, demonstrated understanding and use of database concepts)</p> <p>Experience working with HR/Payroll related guidelines and legislation (eg. Collective Agreements, Administrative Terms & Conditions, Employment Insurance, Employment Standards, benefit and pension programs, Canada Revenue Agency, Freedom of Information)</p> <p>Experience working independently in a customer service self directed team environment analyzing and problem solving work.</p>

- Minimum of eight (8) years

3. Analysis and Problem Solving

This section relates to the application of analysis and judgement within the scope of the position.

The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgement required to do so.

Please provide up to three (3) examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

	#1 regular & recurring
Key issue or problem encountered.	Faculty retroactive payment calculations
How is it identified?	Faculty Collective Agreement is ratified with a retroactive effective date of Sept 1, 2016
Is further investigation required to define the situation and/or problem? If so, describe.	Have the new rates been published by the council? Are there any restrictions, exceptions or special considerations agreed to in the ratification?
Explain the analysis used to determine a solution(s) for the situation and/or problem.	<p>Detailed review of each employee work status for the retroactive period in order to calculate retro amounts owing including</p> <ul style="list-style-type: none"> ▪ Reduced workloads ▪ Sabbaticals ▪ Paid Leave of Absences ▪ Retirees ▪ Unpaid leave of absences ▪ Step increases received during the period ▪ New Hires ▪ Terminations <p>Calculations are performed in a spreadsheet, verified and then keyed into the HRIS for each employee prior to the bi-weekly payroll.</p>

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

Queries must be developed or enhanced by the incumbent showing the employee's employment profile and historical data.

On-line verification through the HRIS or in employee's files is necessary to confirm the data.

Collective agreement

3. Analysis and Problem Solving

#2 regular & recurring

Key issue or problem encountered

Year end analysis of statutory deductions to produce annual T4 and T4A slips to summary reports

How is it identified?

This is required for reporting and reconciliation of the year end data and verification of the annual withholdings.

Is further investigation required to define the situation and/or problem? If so, describe.

Statutory deductions are analysed for each employee to ensure accurate deductions are calculated as per CRA requirements

Explain the analysis used to determine a solution(s) for the situation and/or problem.

Each employee is reviewed to ensure that the taxable earnings and the specific deductions (CPP, EI Tax) are deducted according to the CRA rules. If deductions have not been deducted correctly, detailed investigation will occur.

Employer portions of these deductions are analysed to ensure compliance with CRA regulations.

The year end analysis is reconciled to the biweekly remittances for Revenue Canada for the annual year end audit.

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

Queries must be developed or enhanced by the incumbent showing the employees' earnings and deductions for the tax year.

On-line verification through the HRIS or in employee's files is necessary to confirm the data.

CRA regulations and tax guidelines.

CRA's Payroll Deductions Online Calculator (PDOC)

#3 regular & recurring

Key issue or problem encountered	Financial posting reconciliation (invalid general ledger information)
How is it identified?	Actuals distribution process is unsuccessful when running the biweekly payroll transactions to the finance system
Is further investigation required to define the situation and/or problem? If so, describe.	Will review the payroll error message report to identify the departments which are causing the errors.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	<p>To determine the correct departments, the source documents must be located. For some errors, it may be necessary to liaise with finance to determine which department should be used</p> <p>For some errors, the incumbent will edit the data in the HRIS. For others, the data may need to be fixed by IT directly in the database.</p>
What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).	<p>Past practices</p> <p>Previously developed processes to fix the data in these circumstances</p>

4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

Using the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

	#1 regular & recurring
List the project and the role of the incumbent in this activity.	Year end payroll reporting of T4 and T4A slip information to CRA
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Need to coordinate various reports, resources and timelines to ensure the required milestones and the overall deadlines are met. As this project does not have any flexibility in the end deadlines, constant attention to the activities and deadlines are necessary for success.
List the types of resources required to complete this task, project or activity.	Year end reports and queries Operational plan and critical path HRIS tables and year end configuration changes Finance Technical Business Analyst for system changes PeopleSoft Year End processing guide CRA revisions for new tax year
How is/are deadline(s) determined?	The deadlines are determined by Revenue Canada and PeopleSoft for system tax updates
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	If major milestones will be missed this will be discussed with the Payroll Manager and Finance Technical Business Analyst as the impact of missing these deadlines would result in major fines from Revenue Canada.

#2 regular & recurring

List the project and the role of the incumbent in this activity.

Employees paid in error due to a system problem in the contracts bolt-on

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Determination of what caused the overpayments to be made and what needs to be corrected in the system so the problem will not reoccur.
 Determination of which employees are involved and what the overpayment amounts have been made.
 Determination of how to communicate with the affected employees to receive reimbursement of the overpayments.

List the types of resources required to complete this task, project or activity.

New or existing pay queries
 Finance Technical Business Analyst for system changes

How is/are deadline(s) determined?

While the best practice is to correct the overpayments when they occur, these payments must be adjusted in the year they were paid as these earnings will be reported in the current tax year as per Revenue Canada's guidelines

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

If there is a problem receiving reimbursements or year end deadlines may be compromised, the Payroll Manager will become involved. There is the potential for incorrect information being reported to Revenue Canada.

#3 regular & recurring

List the project and the role of the incumbent in this activity.

Tax ruling change for taxable benefits

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Determination of what the required changes to the HRIS systems should be.

Determination of which employees have been affected by this new ruling.

Determination of the corrections required for those employees to comply to the new ruling.

List the types of resources required to complete this task, project or activity.

New or existing taxable benefits queries

Finance Technical Business Analyst for system changes

How is/are deadline(s) determined?

Taxable benefit reporting is determined by Revenue Canada

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

Would review with the Payroll Manager if there was a possibility of the year end deadlines being missed. Potential impacts would be having to amend year end T4 slips.

5. Guiding/Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g. other employees, students). Focus on the actions taken (rather than the communication skills) that directly assist others in the performance of their work or skill development.

Though Support Staff cannot formally "supervise" others, there may be a requirement to guide others using the incumbent's job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks.

Check the box(es) that best describe the level of responsibility assigned to the position and provide an example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular & Recurring	Occasional	Level	Example
<input type="checkbox"/>		Minimal requirement to guide/advise others. The incumbent may be required to explain procedures to other employees or students.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is a need for the incumbent to demonstrate correct processes/ procedures to others so that they can complete specific tasks.	Incumbent will advise HR Officers, PT Payroll/HRIS, and Finance Technical Business Analyst on CRA rulings, collective agreement implementation and systems configuration for the payroll function.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities.	As a result of payroll and/or systems issues when processing the payroll, the incumbent will troubleshoot the error and advise HR Officer in the correct manner in which to process their HR changes.
<input type="checkbox"/>	<input type="checkbox"/>	The incumbent is an active participant and has ongoing involvement in the progress of others with whom he/she has the responsibility to demonstrate correct processes/procedures or provide direction.	
<input type="checkbox"/>	<input type="checkbox"/>	The incumbent is responsible for allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.	

6. Independence of Action

Please illustrate the type of independence or autonomy exercised in the position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

Describe the type of decisions that would be decided by the incumbent.	
Regular and Recurring	Occasional (if none, please strike out this section)
<p>Overall coordination and processing of the biweekly payroll and required follow-up processes</p> <p>Overall coordination and processing of the payroll year end processes and required followup procedures</p> <p>Troubleshooting payroll processing problems, often within the context of technological complexities</p> <p>Data extraction from HRIS to meet a contractual requirement (eg. payroll auditing reports)</p> <p>Overall data analysis to ensure system integrity</p> <p>Determining the best method for processing unusual payroll/compensation situations, such as an employee doing partial STD leaves, or developing repayment plans for incorrect deductions or limited overpayments.</p>	

What are the instructions that are typically required or provided at the beginning of a work assignment?	
Regular and Recurring	Occasional (if none, please strike out this section)
<p>Incumbent has a fair degree of freedom to act in conjunction with policies, procedures, and legislative requirements. Refers only unusual situations to Supervisor for advice.</p>	<p>Brief verbal or written instructions from the Payroll Manager, Vice-President Finance.</p>

What rules, procedures, past practices or guidelines are available to guide the incumbent?	
Regular and Recurring	Occasional (if none, please strike out this section)
<p>Collective Agreements/Local Agreements, Payroll Manuals</p> <p>CRA/CPA Websites</p> <p>CAAT Pension guidelines</p> <p>College policies and procedures</p> <p>General office information binder for reference</p>	<p>Legislation – Employment Insurance, Employment Standards, Freedom of Information, Sun Life benefit, CAAT Pension</p> <p>HRIS System Documentation</p>

How is work reviewed or verified (eg. feedback from others, work processes, Supervisor)?	
Regular and Recurring	Occasional (if none, please strike out this section)
<p>Incumbent self-checks using a variety of mechanisms/audit reports and tools to ensure information is correct.</p> <p>In addition to self-checking the following checks are made on completed work:</p> <p><u>Payroll</u>: Majority of work is checked post-update by the Payroll Manager through a biweekly payroll audit file review. Checking tends to be for reasonableness or second opinion in terms of best process to follow.</p> <p><u>Year-end</u>: Final reports summarizing reconciled payroll data (i.e. final registers, CRA business account summaries) by the Payroll Manager for reasonability and authorization prior to any data being released to employees or the government.</p> <p><u>Routine Systems Maintenance</u>: Summary reports by the Payroll Manager for reasonability review prior to operationalizing the data (i.e. rate table summary reports).</p>	

Describe the type of decisions the incumbent will make in consultation with someone else other than the Supervisor?	
Regular and Recurring	Occasional (if none, please strike out this section)
	<p>Will consult with HR Consultants on situations and/or requests that require Collective Agreement interpretation, legislation interpretation or could potentially result in grievance or complaints.</p>

Describe the type of decisions that would be decided in consultation with the Supervisor.	
Regular and Recurring	Occasional (if none, please strike out this section)
Implications for setting precedent (e.g. benefits clause to contract administrative staff)	
Clarifying contradictory or unusual processes (eg. Appendix D, Support Staff working over 24 hours, pay advance requests)	

Describe the type of decisions that would be decided by the incumbent.	
Regular and Recurring	Occasional (if none, please strike out this section)
Processing of refunds owed to an employee or overpayments requiring employee to return money to the College. This would be how to spread the overpayment over multiple pay periods to ease the burden.	
Processing of tax percentage reductions for lump sum payments. Employees will ask, when they are aware that a large lump sum payment is about to be paid to them, to have their tax percentage lowered to ease the immediate tax implications. The incumbent will calculate an appropriate tax percentage that will provide immediate relief but will not add undue burden at tax time.	

7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which the position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfil the service requirement. A "customer" is defined in the broadest sense as a person or groups of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D, W, M, I)*
How is it received?	How is it carried out?		
Phone calls and emails from employees making inquiries on their payroll information	Questions are asked of the employees to determine the exact information the employee needs. Uses the HRIS system, employee files and source documents to answer queries	Employees, Payroll Manager	D
Walk ups and emails with questions regarding payroll status and implementation on CA and CRA guidelines	Will update on status of the current payroll production cycles and advise whether changes can occur. Will refer to the Collective Agreements and CRA's website	ESDA staff	D
Formal written requests and phone calls on employee status and with account questions/issues	Asks any required questions needed to get information on their issues. Uses the HRIS system, employee files and source documents to answer queries	Canada Revenue Agency	M
Phone calls and emails on budget account issues/changes and reconciliation	Completes analysis on issues to determine what changes in either processes or the system are required	Finance	W

* D = Daily W = Weekly M = Monthly I = Infrequently

8. Communication

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, proposals) in the section(s) that best describes the method of communication.

Communication Skill/Method	Example	Audience	Frequency (D, W, M, I)*
Exchanging routine information, extending common courtesy	Provide Information	HR Officers, Payroll Manager, AWSS, FO, Finance Technical Business Analyst	D
Explanation and interpretation of information or ideas	HRIS troubleshooting, procedure testing and report requirements	Finance Technical Business Analyst, Information Technology department	D/W
	Responding to account analysis enquiries and reconciliation of issues		W
	Responding to or initiating enquiries for information, directives, ROE clarification, garnishments, Family Support	Finance Dept. Government departments eg. CRA	W
	Providing clarification of employee pay information	Employees	D W
	Relaying information re budgets, contracts, payroll adjustment, reports	Managers, Staff, Union Reps.	
	Exchanging of payroll/HRIS advice	HR Consultants,	M
Imparting technical information and advice	Payroll coordination of HR data changes, functional systems advice and troubleshooting/ problem-solving	Finance Members	D
	Explaining information regarding pay, pay rates, wage grid increases and all other full time payroll information	All employee groups	W
	HRIS payroll information	HR Officers members	W
Instructing or training			
Obtaining cooperation or consent			
Negotiating			

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9. Physical Effort

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period.

Physical Activity	Frequency (D, W, M, I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1 - 2 hrs at a time	> 2 hrs at a time	Yes	No	N/A
Sitting at Desk and computer	D			X	X		
Bending to file	D	X			X		

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If lifting is required, please indicate the weights below and provide examples.

- Light (up to 5 kg or 11 lbs)
- Medium (between 5 to 20 kg or 11 to 44 lbs)
- Heavy (over 20 kg or 44 lbs)

10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:

- the audio/visual effort and the focus or concentration needed to perform a task and the duration of the task, including breaks (eg. up to 2 hours at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (eg. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
The payroll processing cycle requires intensive concentration and attention to detail for several consecutive days while entering data, verifying for accuracy, running complex system routines, trouble-shooting problems.	D			X
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input type="checkbox"/> Usually <input checked="" type="checkbox"/> No - This must be accomplished in a front-line environment, where there are constant interruptions to deal with enquiries.				

Activity #2	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Incumbent must manage an extremely large volume of varied tasks without losing sight of details, being constantly aware of priorities, current issues, and deadlines. Speed is a major factor as large volumes of information must be entered within tight deadlines.	D			X
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input type="checkbox"/> Usually <input checked="" type="checkbox"/> No - This must be accomplished in a front-line environment, where there are constant interruptions to deal with enquiries.				

Support Staff PDF

Activity #3	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Reconciling, and verifying quarterly payroll data and year end analysis requires intensive concentration and attention to detail and accuracy is of utmost importance. Ensures the integrity of the payroll system to meet our audit requirements and constant concentration is needed to avoid errors and miscommunication.	M			X
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input type="checkbox"/> Usually <input checked="" type="checkbox"/> No - This must be accomplished in a front-line environment, and although at year end there is some backfill for the regular bi-weekly pay process, the incumbent is still required for support and is subject to frequent interruptions.				

* D = Daily W = Weekly M = Monthly I = Infrequently

11. Working Environment

Please check the appropriate box(es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D, W, M, I)*
<input checked="" type="checkbox"/> acceptable working conditions (minimal exposure to the conditions listed below)	Office Environment	D
<input type="checkbox"/> accessing crawl spaces/confined spaces		
<input type="checkbox"/> dealing with abusive people		
<input type="checkbox"/> dealing with abusive people who pose a threat of physical harm		
<input type="checkbox"/> difficult weather conditions		
<input type="checkbox"/> exposure to extreme weather conditions		
<input type="checkbox"/> exposure to very high or low temperatures (e.g. freezers)		
<input type="checkbox"/> handling hazardous substances		
<input type="checkbox"/> smelly, dirty or noisy environment		
<input type="checkbox"/> travel		
<input type="checkbox"/> working in isolated or crowded situations		
<input type="checkbox"/> other (explain)		

* D = Daily M = Monthly W = Weekly I = Infrequently