FLEMING

CAAT Job Evaluation System for Non-Bargaining Unit Employees

Ontario Colleges of Applied Arts and Technology

The Job Fact Sheet Questionnaire (JFS) is used to gather information for job evaluation purposes for the College's Administrative Staff positions. Please read each section carefully before completing.

The Education and Experience sections are to be completed by the College according to the College's recruitment standards.

Upon completion by an incumbent, the JFS is reviewed and, when necessary, adjusted by the position's Manager and the Senior Manager responsible for the position. Any changes to the JFS are to be reviewed with the incumbent prior to evaluation. The JFS is then submitted to the appropriate College official for job evaluation purposes.

The JFS is not finalized until it has gone through the job evaluation process and the results have been confirmed by the College. A copy of the finalized JFS will be provided the incumbent for information purposes and as a job description.

POSITION IDENTIFICATION

Position Title:	Payroll Manager
Position Number:	A00170
Pay Band:	11
Incumbent:	
Location/Campus:	Sutherland
Division/Department:	Finance
Immediate Supervisor (title):	Associate Vice President, Finance and Policy
Date of JFS:	October 31, 2024
Last Evaluated:	November 1, 2024

Type of Position:

☒ Administrative   ☐ Part-Time Administrative

☐ Sessional Academic   ☐ Part-Time Academic

☐ Part-Time Support   ☐ Other

I have read and understood the contents of the Job Fact Sheet (if completed by an incumbent):

Incumbent: _____   Date: _____

Recommended by:
Position's Manager: _____   Date: _____

Approved by:
Senior Manager: _____   Date: _____

POSITION SUMMARY

Provide a concise description of the position by identifying its most significant responsibilities and/or accountabilities.

The Payroll Manager, oversees and manages the bi-weekly payroll for the college with a yearly gross payroll of $88.4M. The payroll team processes payroll for all full and part-time employees, both unionized and non-unionized, including a significant number of manual transactions, calculations and adjustments.

The incumbent oversees the implementation and maintenance of payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions. Ensures accurate and timely processing and auditing of payroll updates including new hires, terminations, and changes to pay rates and ensuring compliance with Government and College specific regulations.

The incumbent is responsible for the accuracy and compliance of payroll activity with all external regulating bodies including Canada Revenue Agency (CRA), Workplace Safety and Insurance Board (WSIB), Human Resources and Skills Development Canada (HRSDC)

The incumbent will manage and mentor payroll staff to promote increased accuracy, skills, efficiency, and productivity.

The incumbent supports the budgeting and reporting function in respect to salary and benefits.

KEY DUTIES

Provide a description of the position's key duties. Estimate the percentage of time spent on each duty (to the nearest 5%). Add an extra page if necessary.

Key Duties	% of Time
1. **Direction and Management of Payroll Administration**	45%

- Subject matter expert (SME) on payroll related items, manage and develop staff to the same standards. Lead, motivate and support payroll staff to maintain productivity engagement and overall accuracy. Empower the payroll staff to problem solve issues as they arise and develop streamlined processes to improve effiiciency.
- Develops controls and audit procedures to ensure appropriate risk management and compliance.
- Identifying any areas of improvement within the payroll process and leading the implementation of new payroll processes and systems.
- Maintaining confidential information by adhering to legal and ethical standards.
- Remain current with relevant government legislation (Canadian Income Tax Act. Employment Insurance Act) and payroll compliance standards. This knowledge assists with verifying the accuracy of the gross payroll and voluntary and compulsory deductions within bi-weekly deadlines.
- Preparing year-end employee tax slips and submitting government filings to meet deadlines.
- Monthly review and year-end balancing of the CAAT pension plan.

2. **Systems Management**	25%

- Accountable for defining, recommending revisions and enhancements, ongoing maintenance, and evaluation of Peoplesoft HCM systems, legal compliance, process efficiency, and data integrity, access and retrieval.

- Maintain relationships with dept Business Analyst and local IT department, advocating best solutions for HCM/Payroll and negotiating priorities and deadlines (e.g. design enhancement modifications; legal/contractual compliance solutions; implementation of upgrade patches; assessing software capabilities). Must continuously keep abreast of system/software issues, limitations, changes, enhancements and manage processes accordingly.

3. **Administrative** 30%

- Act as a SME resource to the Chief Financial Officer for project coordination, second opinion and guidance.

- Acts as a resource to college management on issues primarily related to payroll and systems.

- Leading the payroll team of administrators - which may include delegating, reviewing work, training, coaching and performance management.

- Completing annual requirements from payroll data such as public sector salary disclosure (PSSD), CAAT pension annual data collection tool (DCT) submission.

- Act as a resource to ensure compliance with various government legislation and collective e agreement regulations.

TOTAL: **100%**

1. **COMPLEXITY - JUDGEMENT (DECISION MAKING)**

    Complexity refers to the **variety** and relative **difficulty** of **comprehending** and **critically analyzing** the material, information, situations and/or processes upon which decisions are based.

    Judgement refers to the **process** of identifying and reviewing the available options involved in decision making and then choosing the most appropriate option. Judgement involves the application of the knowledge and experience expected of an individual performing the position.

    Provide up to **three examples** of the most important and difficult decisions that an incumbent is typically required to make.

    The work is complex involving an in-depth knowledge of effective HCM system and payroll practices. The work of payroll administration is proceduralised and regulated by comprehensive legislation (Revenue Canada, Employment Standards, Employment Insurance) which must be integrated with contractual obligations (collective agreements, Sun Life, CAAT pension).

    Finance operations management requires daily decisions to be made to ensure prompt, consistent payroll service in the face of tight deadlines and large workloads, as well as short and long-term planning to meet changing demands and college strategic directions.

    Systems management requires creativity, sound judgement, and highly developed problem-solving ability to negotiate system requirements with local IT, while managing and resolving daily issues.

2. EDUCATION (to be completed by the College)

Education refers to the **minimum level** of formal education and/or the type of training or its equivalent that is required of an incumbent at the **point of hire** for the position. This may or may not match an incumbent=s actual education or training.

The College is to identify the minimum level of education and/or type of training or its equivalent that is required for the position based upon the College's recruitment standards.

Non-Post Secondary

☐Partial Secondary School   ☐Secondary School Completion

Post Secondary

☐1-Year Certificate   ☐4-Year Degree

☐2-Year Diploma   ☐Masters Degree

☒3-Year Diploma/Degree   ☐Post Graduate Degree

☒Professional Designation   Specify: _PCP and/or PLP_____

☐Other   Specify:_____

Specify and describe any program speciality, certification or professional designation necessary to fulfil the requirements of the position.

Position requires a three-year degree/diploma in Accounting or Business Administration, plus specialized training in payroll standards (PCP and/or PLP with National payroll institute) and HRIS systems (preferably ORACLE).

Specify and describe any special skills or type of training necessary to fulfil the requirements of the position (e.g., computer software, client service skills, conflict resolution, and operating equipment).

- Need to be logical and analytical (reasoning) thinking.
- Able to comprehend the Peoplesoft system technology.
- Quick acting decision making within deadlines.
- Management skills to mentor staff to encourage accuracy and efficiency.
- Accounting skills, required to verify deductions are within compliance and reconcile payroll accounts.

3. **EXPERIENCE (to be completed by the College)**

Experience refers to the amount of **related**, **progressive** work experience required to obtain the essential techniques, skills and abilities necessary to fulfil the requirements of the job at the **point of hire** into the position. This may or may not match the incumbent=s actual amount of experience.

The College is to identify the minimum amount and type of experience appropriate for the position based upon the College=s recruitment requirements.

Experience required at the point of hire.   Up to and including:

☐0 - no experience	☐3 years
☐1 month	☐5 years
☐3 months	☒7 years
☐6 months	☐9 years
☐1 year	☐12 years
☐18 months	☐15 years
☐2 years	☐17 years

Specify and describe any specialized type of work experience necessary to fulfil the requirements of the position.

- 7 to 10 years' experience working as a payroll professional including managerial or leadership experience.
- Experience managing a large and complex payroll in a unionized environment.
- Advanced Excel skills
- Strong attention to detail and accuracy
- Ability to work under tight deadlines while maintaining compliance and regulatory standards.
- Proven leadership, analytical and decision making in a fast-paced work environment with the ability to make rationale judgement with regards to employees pay.
- Strong leadership/management experience in a unionized environment.
- A sound decision-maker who possesses planning, analytical, negotiation experience.

4. INITIATIVE - INDEPENDENCE OF ACTION

Initiative - Independence of action refers to the **amount of responsibility** inherent in a position and the **degree of freedom** that an incumbent has to **initiate** or **take action** to complete the requirements of the position. An incumbent is required to foresee activities and decisions to be made, then take the appropriate action(s) to ensure successful outcomes. This factor recognizes the established levels of authority which may restrict the incumbent=s ability to initiate or take action, e.g., obtaining direction or approval from a supervisor, reliance on established procedures/methods of operation or professional practices/standards, and/or built-in-controls dictated by computer/ management systems.

Briefly describe up to three typical job duties/types of decisions that the incumbent is required to perform using their initiative without first having to obtain direction or approval from a supervisor.

1. New Government legislation, need to update the payroll system and test for accuracy, then train or inform payroll team of the adjustments.
2. New changes to collective agreements – that require new earning codes (system) set up or a new process for use or training the payroll team of the interpretation for compliance.
3. Disbursement of funds of bi-weekly payroll submission to the bank (net $2.3M/pay - $60M annually)) as well as disbursement funds for taxes to CRA and EHT

Briefly describe up to three typical job duties/types of decisions that the incumbent is required to perform which required the direction or approval from a supervisor.

1. Hiring approval to post
2. Changes to ensure legislative compliance.
3. Implementation of large-scale special changes (e.g. Bill 124 retropayments) or adjustments

Give specific examples of guidelines, procedures, manuals (formal or informal), computer systems/programs that are used in performing job duties and in making decisions, e.g., Government regulations, professional or trade standards, College policies or procedures, department or program procedures, computerized/manual programs/systems and any other defined methods or procedures.

- Various Government legislation (Revenue Canada, Employment Standards, Human Rights),
- Income Tax Act
- College Employer Council
- National Payroll standards
- Peoplesoft- Peoplebook manuals (HCM 9.2)
- Bargaining Unit Collective Agreements
- Fleming College Policies and Procedures,
- Budget/financial procedures,
- Audit recommendations.

5. POTENTIAL IMPACT OF DECISIONS

Potential Impact of Decisions recognizes the **potential consequences** that **errors in judgement** made by an incumbent, despite due care**,** could have on the College. Usually, the higher the level of accountability inherent in a position, the greater the potential consequences there are on the College from errors in judgement.

Give up to three examples of the typical types of errors in judgement that an incumbent could make in performing the requirements of the position. Do not describe errors which could occur as a result of poor performance, or ones that are rare or extreme. Indicate the probable effects of those errors on the College, e.g., loss of reputation of program/College, waste of resources, financial losses, injury, property damage, effects on staff, students, clients or public.

- Staying legislationd compliant is imperative for payroll, without this knowledge and understanding of the relevant laws and regulations when paying employees will have potential consequences of non-compliance. Key components of payroll compliance knowledge - minimum wage, payroll taxes (CPP/EI/Tax), holiday pay, OT, Income Tax Act, CPP and EIA rates and contribution premiums. Non-compliance has severe consequences for employers ranging from financial penalties to reputational damage for the college. There could be fines from Government agencies, legal action from employees through the unions, and possible investigations or audits from external auditors or government agencies.

- Improper interpretation of legislation changes that could result in improper pay for employees or delayed payments, resulting breakdown in employee confidence as well as financial loss in terms of a fine levied against the College.

- Incumbent works closely with Business Analyst(s) and IT/Oracle, as needed, regarding Oracle system updates. Oracle system updates need to be managed to carefully ensure system needs are met to reduce risk from the financial impact. Improper handling of this area could result in system breakdown, inaccurate pay/benefits and poor relations with employees. errors in taxation, reporting of earnings and pension contributions, could result in additional costs to either the employee or the employer. Incorrect data impacts the employees EI eligibility, RRSP contribution room and/or recorded YE pension contribution limits, CRA PIER reports.

6. CONTACTS AND WORKING RELATIONSHIPS

Contacts and Working Relationships refers to the **types**, **importance** and **intended outcomes** of the contacts and working relationships required by an incumbent to perform the responsibilities of a position. It also measures the skill level required to be effective in dealing with contacts and being involved in working relationships. This factor does **not** focus on the level of the contact, but on the **nature** of the contact.

Indicate by job title, with whom an incumbent is required to interact to perform the duties and responsibilities of the positions. Describe the nature, purpose and frequency of the interaction, e.g., exchanging information, teaching, conflict resolution, team consultation, counselling.

Contacts	Contacts by Job Title	Nature and Purpose of Contact	Frequency of Contact	
			Occasional	Frequent
Internal to the College, e.g., students, staff, management, colleagues.	Chief Financial Officer	Regular discussions concerning requirements and priorities		X
	Direct reports (Payroll staff) & Finance BA's	Supervision, guidance and advise on relevant matters		X
	College leaders, staff, union representatives	Information sharing, problem solving		X
	HR Consultants	Exchange information, problem solve, obtain agreement	X	
	Accounts Receivable / Account Payable	Coordination of processes, sharing of data		X
	IT Dept	Coordination of system set up and processes.	X	
External to the College, e.g., business and industry representatives, suppliers, advisory committee members, staff at other colleges, government officials, and general public.	Payroll Managers at other colleges	Information sharing	X	
	CEC – College Employer Council	Guidance and interpretation resolution	X	
	CRA – Canada Revenue Agency	Resolve and identify reporting issues	X	
	CAAT – Pension Plan Rep	To resolve deduction and payment/reporting issues		X
	External Auditors	To provide pay details and reconciliation of data for audit purposes		X

Occasional	**(O)**	**Contacts are made once in a while over a period of time.**
Frequent	**(F)**	**Contacts are made repeatedly and often over a period of time.**

7. a) CHARACTER OF SUPERVISION/FUNCTIONAL GUIDANCE

Character of Supervision identifies the **degree and type** of supervisory responsibility in a position or the nature of functional/program supervision, technical direction or advice involved in staff relationships.

Required to coordinate, control and provide general supervision for the entire division including the quality and quantity of work, and overall achievements. Responsible for hiring, motivating, promoting, appraisal, discipline and terminating staff.

(/) Check the applicable box(es) to describe the type of supervisory responsibility required by an incumbent in the position:

☐Not responsible for supervising or providing guidance to anyone.

☐Provides technical and/or functional guidance to staff and/or students.

☐Instructs students and supervises various learning environments.

☐Assigns and checks work of others doing similar work.

☒Supervises a work group. Assigns work to be done, methods to be used, and is responsible for the work performed by the group.

☒Manages the staff and operations of a program area/department.*

☐Manages the staff and operations of a division/major department.*

☐Manages the staff and operations of several divisions/major departments.*

☒Acts as a consultant to College management.

☐Other e.g., counselling, coaching. Please specify:

          <u>Subject Matter expert for all payroll related questions</u>

   *   Includes management responsibilities for hiring, assignment of duties and work to be performed, performance management, and recommending the termination of staff.

Specify staff (by title) or groups who are supervised/given functional guidance by an incumbent.

Direct Reports: Senior Payroll Administrators

Functional Guidance: Business Analyst(s)

7. **b) SPAN OF CONTROL**

Span of Control is complementary to **Character of Supervision/Functional Guidance**. Span of Control refers to the **total number of staff** for which the position has supervisory responsibility, (i.e., subordinates, plus all staff reporting to these subordinates).

Enter the total number of full time and full-time equivalent staff reporting through to the position. Also identify the number of staff for whom the position has indirect responsibility (contract for service), if applicable.

Type of Staff	Number of Staff
Full-Time Staff	3
Non-Full Time Staff (FTE) *	
Contract for Service **	
Total:	3

* Full Time Equivalency (FTE) conversions for non-full-time staff are as follows:

Academic Staff

Identify the total average annual teaching hours taught by all non-full-time teachers (part-time, partial load and sessional) for which the position is accountable and divide by 648 hours for post-secondary teachers and 760 hours for non-post-secondary teachers.

Support Staff

Identify the total average annual hours worked by part-time support staff for which the position is accountable and divide by 1820 hours.

Administrative Staff

Identify the total average annual hours worked by non-full time administrative staff for which the position is accountable and divide by 1820 hours.

** Contract for Services

When considering contracts for services, review the nature of the contractual arrangements to determine the degree of supervisory responsibility the position has for contract employees. This could range from no credit for supervising staff when the contracting company takes full responsibility for all staffing issues to prorated credit for supervising staff@ when the position is required to handle the initial step(s) when contract staffing issues arise.

8. **PHYSICAL AND SENSORY DEMANDS**

Physical/Sensory Demands considers the **degree** and **severity** of exertion associated with the position. The factor considers the intensity and severity of the physical effort rather than the strength or energy needed to perform the task. It also considers the sensory attention required by the job as well as the frequency of that effort and the length of time spent on tasks that cause sensory fatigue.

Identify the types of physical and/or sensory demands that are required by an incumbent. Indicate the frequency of the physical demands as well as the frequency and duration of the sensory demands. Use the frequency and duration definitions following the tables to assist with the descriptions.

PHYSICAL DEMANDS

Describe the types of activities and provide examples that demonstrate the physical effort that is required in the position on a regular basis, i.e., sitting, standing, walking, climbing, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period of time.

Types of Activities that Demonstrate Physical Effort Required	Frequency (note definitions below)				
	Occasional	Moderate	Considerable	Extended	Continuous
Prolonged sitting			X		
Computer usage			X		

SENSORY DEMANDS

Describe the types of activities and provide examples that demonstrate the sensory effort that is required in the position on a concentrated basis, i.e., reading information/data without interruption, inputting data, report writing, operating a computer or calculator, fine electrical or mechanical work, taking minutes of meetings, counselling, tasting, smelling etc.

Types of Activities that Demonstrate Sensory Effort Required	Frequency (note definitions below)					Duration
	Occasional	Moderate	Considerable	Extended	Continuous	Short Intermediate or Long
Computer screen time					X	L
Reading and analyzing information					X	L
Payroll manual calculations			X			L

FREQUENCY:

Occasional:	Occurs once in a while, sporadically.
Moderate:	Occurs on a regular, ongoing basis for up to a quarter of the work period.
Considerable:	Occurs on a regular, ongoing basis for up to a half of the work period.
Extended:	Occurs on a regular, ongoing basis for up to three-quarters of the work period.
Continuous:	Occurs on a regular, ongoing basis throughout the entire work period except for regulated breaks.

DURATION:

Short:	Up to one hour at a time without the opportunity to change to another task or take a break.
Intermediate:	More than one hour and up to two hours at a time without the opportunity to change to another task or take a break.
Long:	More than two hours at a time without the opportunity to change to another task or take a break.

9. WORKING CONDITIONS

Working Conditions considers the frequency and type of exposure to undesirable, disagreeable environmental conditions or hazards, under which the work is performed.

Describe any unpleasant environmental conditions and work hazards that the incumbent is exposed to during the performance of the job.

Environment

Describe the types of activities and provide examples that demonstrate exposure to unpleasant environmental conditions in the day-to-day activities that are required in the job on a regular basis, e.g., exposure to dirt, chemical substances, grease, extreme temperatures, odours, noise, travel, verbal abuse, body fluid, etc. Indicate the activity as well as the frequency of exposure to undesirable working conditions.

Types of Activities That Involve Job Related Unpleasant Environmental Conditions	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
Pressure to meet bi-weekly payroll deadlines to produce all employees pays while dealing with changing priorities and frequent interruptions.		x	

Hazards

Describe the types of activities and provide examples that demonstrate the hazards in the day-to-day activities that are required in the job on a regular basis, e.g. chemical substance, electrical shocks, acids, noise, exposure to infectious disease, violence, body fluids, etc. Indicate the activity as well as the frequency of exposure to hazards.

Types of Activities That Involve Job Related Hazards	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
In office construction – noise, flooding, smells	x		

Frequency:

Occasional	Occurs once in a while, sporadically.
Frequent	Occurs regularly throughout the work period.
Continuous	Occurs regularly, on an ongoing basis, throughout most of the work period.