POSITION DESCRIPTION FORM (PDF)

Temporary Part-time Support Staff

Position Title: Payroll Administrator

Position Number: Click here to enter text. **Pay Band: 8**

Reports To: Payroll Manager

Appointment Type: Other-details at right. **"Other" Hours Details: Temporary part time**

Scheduled Weekly Hours (maximum 24 hours per week): Click here to enter text.

PDF Completed By (Manager Name): Mark Morden

Effective Date: Nov 13, 2026 Last Revision: Click here to enter text.

SIGNATURES

Incumbent: _____ Date: _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ Date: _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

PART ONE:

POSITION SUMMARY

The Payroll Administrator provides administrative and data entry support to the Payroll team at Fleming College. This position is responsible for verifying and processing payroll source documents, ensuring data entry accuracy, and maintaining up-to-date payroll records. The incumbent supports compliance with collective agreements and college policies by reviewing documentation for accuracy and completeness and flagging discrepancies for review. The role also assists with payroll internal audit preparation, document tracking, and communication support to ensure the effective delivery of payroll services.

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	**Payroll Document Processing & Data Accuracy** • Receives, enters and verifies payroll source documentation, including timesheets, exception reports, and other payroll entries such as On Call Payments, Cabin Deductions, Short Term Disability (STD), Overtime (OT), Tuition Subsidy, Coordinator Pay, and Ontario Learn contracts. Reviews documentation to ensure accuracy, completeness, and compliance with collective agreements and College policies. Validates key data elements such as pay rates, effective dates, position codes, and employee classifications. • Audits contract and job data entry completed by other payroll team members to ensure accuracy within the Human Resources Information System (HRIS). Confirms proper documentation is in place and flags discrepancies to senior payroll staff for resolution. Maintains tracking logs related to payroll documentation and updates employee records as required. • Ensures all payroll entries follow established procedures and support compliance with College policies, collective agreements, and applicable legislation. Liaises with HR Officers, Academic Workload Staffing Specialists (AWSS), Financial Officers (FO), and the Payroll Manager as needed to support payroll processing.	55%
2	**Administrative Support & Record Keeping** • Provides administrative support to the Payroll team through the organization, maintenance, and filing of payroll-related documentation. Creates and updates electronic payroll files for employees, ensuring records such as letters of offer, employment	15%

	Summary Details	Percentage %
	changes, approvals, and payroll adjustments are accurate and up to date. Maintains consistency with College retention policies and audit standards. • Files biweekly payroll documents including timesheets, contract letters, manual payments, and other supporting materials. Reviews job data entries within the HRIS to confirm alignment with approved documentation and flag any discrepancies for correction. Maintains payroll tracking sheets, data checklists, and contract review logs to ensure all required records are accounted for during each payroll cycle. • Supports audit and compliance activities by retrieving and organizing historical documents upon request. Ensures the confidentiality of employee records and that all documentation is stored, handled, and disposed of in accordance with College policies and relevant legislation.	
3	**Payroll Coordination/Production** • Supports the Payroll team in ensuring the accuracy and integrity of payroll data through regular verification activities. Conducts manual checks on contracts, pay rates, job data entries, and payroll transactions entered by other team members to confirm they match supporting documentation. Identifies discrepancies in areas such as classification, compensation, and contract setup, and flags them for senior staff to address. • Utilizes established payroll checklists, audit templates, and review logs to validate consistency across documents and system records. Assists in the preparation of year-end materials by reviewing records for completeness and supporting reconciliation tasks as directed. Ensures all review processes are completed in alignment with College standards, audit practices, and collective agreement provisions.	10%
4	**Communication & Inbox Monitoring** • Monitors the shared payroll inbox on a regular basis to identify incoming payroll documentation, inquiries, and requests for information. Sorts and flags emails for action, and routes items to the appropriate payroll team member based on content and priority. Ensures documentation received through the inbox or interoffice mail is organized, named, and filed in accordance with payroll protocols. • Processes digital requests for T4 reprints and sends them securely through encrypted email in compliance with College privacy and data protection policies. Responds to routine inquiries from employees related to documentation or payroll status and refers complex questions to senior staff for follow-up. Maintains clear documentation	10%

	Summary Details	Percentage %
	of inbox activity to support timely and consistent communication within the Payroll team.	
5	**Compliance & Learning** • Maintains current knowledge of applicable College policies, collective agreements, and payroll procedures to ensure consistent and compliant processing of payroll-related tasks. Participates in team meetings, training sessions, and other learning opportunities to stay informed of system updates, legislative changes, and College process improvements. • Refers to internal documentation and reference materials to support accurate data handling and compliance with established procedures. Follows all privacy and confidentiality requirements when handling employee payroll information and seeks clarification from senior payroll staff or the Payroll Manager when unsure of proper protocols.	5%
6	Other duties as assigned *(do not amend this section)*	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:
An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:
Completion of a two (2) year college diploma.

Field(s) of Study:

Business or Accounting; additional coursework in Payroll preferred, but not required.

Other Vocational Certifications and/or Apprenticeships:
Click here to enter text.

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:
More than one year up to three years.

Additional Skills & Abilities:
Two years of practical experience working in an HR or payroll environment with exposure to automated payroll systems and processes. Demonstrated experience in data entry, document verification, and maintaining records with a high degree of accuracy. Familiarity with collective agreement application, payroll timelines, and handling confidential information in accordance with organizational policy. Experience using Microsoft Office tools (e.g., Excel, Outlook) and navigating integrated systems to input, track, and retrieve employee data. Ability to work both independently and as part of a collaborative team in a fast-paced, deadline-driven environment with strong attention to detail and time management skill

PART THREE:

COMPLEXITY

Describe the amount and **nature of analysis**, **problem-solving** and **reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity

Example #2

Task / Activity

Key Considerations:
With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?
Choose an item.

How would you describe the complexity of the work?
Choose an item.

Describe the business processes used by the position.
Choose an item.

JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Example #2

Task / Activity

Key Considerations:
With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:
Choose an item.

In determining a solution for problems, the incumbent has discretion to:
Choose an item.

MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:

Choose an item.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time

PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?

Choose an item.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time

STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?

Choose an item.

How would you describe the existence of critical deadlines in this role?

Choose an item.

How would you describe the level of interruptions this position faces?

Choose an item.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
		NP (Not Predictable)

INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Task / Activity

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Choose an item.

What degree of supervision is typically provided to the incumbent?

Choose an item.

How is the work typically checked and verified?

Choose an item.

How frequently is the work checked?

Choose an item.

Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur.

COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:

Choose an item.

What type of involvement does this position have with confidential information?

Choose an item.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?

Choose an item.

What is the typical scope of impact to the organization for errors in this position?

Choose an item.

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:
Choose an item.

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?
Choose an item.

If this position is required to engage in business related travel, what is the frequency of the travel?
Choose an item.

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.
This incumbent is responsible for all employee changes that directly affect payroll – if entries are missed or entered wrong this directly effects the individuals pay. Payroll can only process what has been given to them so this position is the key to having the payroll run smoothly.