New

Ministry

Service Alberta

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Payroll Administrator

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Payroll Team Lead, this role will update employee and payroll data in the government payroll system. The position is assigned various standard transactions to process payments for wage employees and/or salary employees, within management, the bargaining unit and out-of-scope (opted out and excluded) classifications.

As a payroll trainee, the position will learn the GOA business and the government payroll system through a functionally targeted approach, while assisting other payroll staff with data entry and validation of payroll results.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Responsible for processing payroll transactions in the government's payroll system.

- Responsible for awareness and review of the business processing steps required to process a transaction and for asking for support if anything is unclear prior to completing the data entry.

- Review to ensure transactions are compliant with the legislative requirements, the Collective Agreement and other GOA Pay Directives before completing the data entry, including approval from the appropriate authority.

- Responsible for the accuracy of all data updates they have completed in the government payroll system,

including a review of those transactions post entry to ensure the outcome is accurate and as expected.

- Responsible for prioritizing work to ensure transactions are processed within the Service Level Agreement.

- Remain current on all payroll and benefit administration and/or processing changes by reviewing updates to related system changes and or process maps, etc.

2. Responsible for professional, accurate and timely communication to clients, including employees, supervisors/ managers, and PSC/HR.

- Responds to payroll and benefit questions and inquiries.

- Provides feedback and guidance when documentation required is incorrect, insufficient, and/or missing the appropriate level of approval.

- Provides information and/or assistance related to the entry and/or result of payroll and benefits transactions processed.

- Provides regular updates regarding any delay in processing outside of the client expectations.

- Responsible to seek guidance, prior to providing communication in all situations where not confident to ensure accuracy of information provided to the client.

3. Other responsibilities:

- Report all situations found to be a concern (or anticipated may become a concern) to the Team Lead, including system, process and/or client related.

- Attend and participate in payroll meetings to maintain awareness of changes and/or issues.

- Ensure documents have been sent to the Employee File once processing has been completed.

Problem Solving

Typical problems solved:

The position is not required to problem solve independently. If a problem arises, the position will review documentation that is available.

Types of guidance available for problem solving:

If a problem arises that can't be answered/resolved from documents available, the position is expected to consult with their Team Lead, payroll trainer or a co-worker (depending on the problem).

Direct or indirect impacts of decisions:

Payroll decisions have a direct impact on employee payments and are not made by this position, resulting in no impact.

⊞

Key Relationships

Major stakeholders and purpose of interactions:

The position requires knowledge of:
- Federal and Provincial payroll and benefits legislation
- Government pay directives, collective and sub agreements, and benefit programs
- The Government payroll system

This position has direct contact with employees, supervisors/managers in the Ministry line area, and the Public Service Commission. The position is often requested to consult and/or explain the payroll entry and/or result of various pay directives/regulations, Collective Agreement articles, and benefit coverage plans. The position does not provide

interpretation, only information and/or reference.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma	Other		

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

This position requires:
- Oral and written communication skills, to effectively respond to clients at all levels within the organization.
- Analytical skills, to understand issues and concerns and determine the appropriate response
- Time management skills, to prioritize pay impacting tasks accordingly

Payroll and benefits related courses (Level 1 Canadian Payroll Association) and/or related experience in a unionized payroll environment are considered an asset.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	◉ ○ ○ ○ ○	Observes and understands larger impact of role: • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders	- Develop an understanding of the rules and regulations that govern the activities - Develop an understanding of the Business Process for activities completed in the team - Knowledge of the Service Agreement regarding work responsibilities and timelines/deadlines
Creative Problem Solving	◉ ○ ○ ○ ○	Is open to new ideas and breaks problems down to identify solutions: • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice	-Know where to access the documents, checklist, tools and other resources for activities completed with the team - Understanding of what is considered normal/ standard processing and what is unique and may require a different approach -Asks for support when needed Does not process when unsure of the

		to address problems	appropriate steps required
Agility	◉ ○ ○ ○ ○	Understands need for change and manages own emotions: • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers	- Able to research and investigate when and where required - Able to completed activities within the team independently and accurately
Drive for Results	◉ ○ ○ ○ ○	Actively sets goals and remains open to advice on reaching them: • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiples priorities • Operates within APS value system	- Able to handle a full workload and support the operational needs fo the team - Able to assist clients by answering questions and providing resources and support as required

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark