



Payroll Clerk Evaluation Administrative Procedure 2.C.130

2.0 Human Resources
2.C Evaluation and Growth

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: October 1997

Date Amended: October 2006, November 2018, February 2025

Date: _____

Name: _____

Completed by: _____

Legend

C= consistently-almost all of the time

U= usually-more than half of the time

S= sometimes-less than half of the time

R= rarely-almost never or never

N/A= non-applicable

JOB RELATED SKILLS					
	C	U	S	R	N/A
Ensures that all staff salaries and wages are properly paid on a regular schedule in accordance with collective agreements and employment contracts.					
Ensures that accurate payroll records are maintained in accordance with applicable federal and provincial regulations and Division policies and procedures.					
Assists in the completion in administration of Pension Plans, Group Insurance Plans, LTD Plans, Blue Cross Plans, Union fees, and such other plans that the Division may enroll in.					
Obtains time and absence reports and ensure accuracy of data entered either manually or electronically.					
Ensures that proper records of vacation, personal leave and sick time entitlements and usage by staff are maintained.					
Ensures payroll information is provided and filed in individual employee files.					
Reconciles T4 and T4A to payroll registers and to source deduction/benefit premium remittances.					

Calculates employees for benefit premiums when on leaves of absence and provide information to AP for invoicing.					
Assists in the calculation and in providing information to AP for invoicing outside organizations (Unions, Manitoba Education, etc.) for payroll costs for release time.					
Reconciles and processes all remittance data for all benefits, government deductions and agencies and prepare and communicate the necessary information with Financial Institution.					
Responds to questions regarding pay calculations and deductions.					
Issues Records of Employment.					
Prepares reports for payroll and accounting information as requested.					
Provides software support to school staff for employee time and absence reporting.					
PUBLIC RELATIONS	C	U	S	R	N/A
Works positively as part of the ESC team					
Interacts positively with school staff					
Interacts positively with the public					
PERSONAL QUALITIES / ATTRIBUTES	C	U	S	R	N/A
Punctuality and Attendance					
Dependability					
Cooperation					
Enthusiasm					
Judgment					
Adaptability					
Confidentiality					

Personal appearance					
Attitude to work					
Accepts responsibility					
Accepts direction					

Growth Plan Goals: _____

Areas of Strength: _____

Suggestions for Improvement: _____

Recommendations/Conclusions: _____

I have read and received a copy of the evaluation.

EMPLOYEE SIGNATURE

DATE

EVALUATOR'S SIGNATURE

DATE

COMMENTS:
