

Job Description

Job Title:	Payroll Manager
Department:	Human Resources
Reports To:	Director, Total Compensation
Jobs Reporting:	Assistant Payroll Manager, Payroll Specialist, Payroll Administrators, Payroll Co-op Student
Salary Grade:	USG 11
Effective Date:	July 2014

Primary Purpose

The Payroll Manager oversees all functions related to the delivery of payroll in adherence with strict deadlines and in accordance with government legislation and university policy and procedures. In collaboration with Assistant Director, HR Operations participates in special projects to ensure effective, efficient, and compliant payroll practices are developed and maintained.

Key Accountabilities

Manages the Effective Execution of all Payroll Processes

- Oversee the administration and processing of all aspects of payroll for the University, including year-end processing and filing, for both the Canadian and Internationals payrolls, ensuring payroll is delivered accurately and on-time
- Provide final sign-off to year-end processing, ensuring completeness and compliance
- Manage the payroll team, providing direction when higher level issues arise, and ensuring payroll standard procedures are followed
- Develop and maintain all payroll processes and documentation, focusing on best practice, compliance and continuous quality improvement
- Coordinate with HRMS Team and Data Reporting Analyst(s) to design audit reports in PeopleSoft Query and Cognos as required to support the payroll function
- Analyze and measure payroll processes to ensure quality and consistency and delivery against defined targets

Ensure Compliance with Government Legislation and University Policy

- Lead the creation of, and give feedback on, policies and guidelines affecting payroll, ensuring compliance with government legislation
- Provide senior level advice and guidance to the organization regarding complex and sensitive payroll issues
- Design and implement internal controls to meet audit requirements
- Participate in audits, providing support to Assistant Payroll Manager and HR Financial Officer and acting as primary contact when necessary

Ensure PeopleSoft Payroll Application is Working Effectively and Maintain Data Integrity

- Work with HRMS and IST teams to ensure appropriate controls are in place to maintain system security, and grant or restrict access as needed
- Ensure system set up allows for accurate and compliant processing of pay transactions (earnings tables, deduction tables, tax rates, etc.)
- Work with HRMS and IST Teams to develop, evaluate, and test new system and upgrade functionality

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Ensure the Effective Utilization, Deployment, and Development of Staff

- Define and communicate internally set payroll standards and procedures to ensure quality and consistency of services delivered
- Deploy staff to most productively meet department goals and objectives
- Coach, train and develop employees to assure growth and development of those individuals
- Approve Annual Performance Plans and conduct regular reviews with direct reports; ensure adherence to Annual Performance Planning and Review process within the payroll team
- Approve and control the hiring, staffing, promotion, discipline and termination of payroll employees
- Monitor and schedule vacations, overtime and other absences for the payroll team and redistribute work as necessary to ensure customer service levels are maintained

Required Qualifications

Education

- Three year Post-secondary education in Commerce, Human Resources or similar course of study
- Canadian Payroll Association Certified Payroll Manager (CPM) certification required

Experience

- 7-10 years of progressive payroll and management experience in a large scale, fast paced environment with a proven track record of achievement and success within the Payroll field
- 2-3 years of experience in the Higher Education sector preferred

Knowledge/Skills/Abilities

- Proven management skills and strong customer service focus
- Accuracy and attention to detail in work, proven analytical and problem solving skills
- Strong oral and written communication skills
- Ability to multi-task and prioritize work, at times with conflicting priorities
- Intermediate skills in Microsoft Office suite
- Experience with PeopleSoft HRMS or other in-house payroll system

Nature and Scope

- **Contacts:** Communicates with Assistant Payroll Manager to ensure tasks are completed and deadlines met. Keeps Assistant Director, HR Operations informed of any issues requiring/under investigation. Communicates internally with customers across all areas (Faculty, Staff, CUPE, Students) to obtain information where clarification is needed, to answer inquiries, or to resolve escalated payroll related issues. Works with HRMS and IST teams to develop and maintain the effectiveness of the HRMS system. Communicates externally with government agencies (ie. Service Canada, Canada Revenue Agency) banks and other financial institutions, etc., to provide information and resolve issues.
- **Level of Responsibility:** This position is responsible and accountable for the overall results of the payroll team, ensuring that all processes and procedures are compliant and meet defined quality and service objectives. Works collaboratively with Assistant Director, HR Operations to develop and initiate campus wide and department specific initiatives to ensure regulatory and compliance needs are met. Job has specialized skills and is the authoritative source for payroll issues. Requires minimal supervision, and provides direct supervision to others.
- **Decision-Making Authority:** Responsible for establishing the priorities of the payroll team and for developing and implementing best practices
- **Physical and Sensory Demands:** Moderate sensory demands typical of a senior management position operating within a very busy customer focused office environment with constant interruptions.

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- **Working Environment:** Minimal exposure to disagreeable conditions typical of a senior management position in a regular office environment. May be required to work additional hours during peak times and year end or in relation to system related emergencies. Will deal with sensitive situations.