

Job Description

Job Title:	Payroll Analyst
Department:	Human Resources
Reports To:	Manager, Payroll
Jobs Reporting:	None
Salary Grade:	USG 8
Effective Date:	August 2022

Primary Purpose

The Payroll Analyst is responsible for the effectiveness of the Payroll and Time Tracking modules within the HR system (Workday), including ensuring its configuration is aligned with requirements as defined by government legislation and University policy and procedures, populated with accurate and complete data, providing technical support to end users, and working with IST and other teams within HR to identify and resolve integration, processing, and coding issues. The role is also accountable for supporting the Manager, Payroll with the efficient and effective fulfilment of payroll administration requirements.

Key Accountabilities

Ensure the configuration of the Payroll and Time Tracking modules within the HR system is aligned with requirements

- Work with HRPT and IST Teams to:
 - Define requirements in accordance with the University policies and legislative requirements
 - Test configuration changes to ensure achievement of requirements
 - Evaluate and test the system and ongoing releases/updates on an ongoing basis to ensure functionality achieves requirements
 - Ensure appropriate controls are in place to maintain system security; and,
 - Request that access be granted or restricted, as needed.
- Ensure the configuration allows for accurate and compliant payroll processing; identify issues that are impacting the effectiveness, efficiency, or accuracy:
 - Identify upstream issues that are impacting payroll processing (e.g., pending events, missing information, timeliness of approvals, etc.)
 - Provide suggestions (data, coding, processing, configuration) that might be viable solutions to address and resolve the production issues
 - Support the testing of such configuration changes to ensure achievement of requirements
- Work with departments on campus to resolve integration and data issues (e.g., Finance, Student Accounts, Alumni, Plant Operations, Food Service, etc.)
- Train and educate the Payroll team on processes within the Workday application on an ongoing basis; cooperate with other teams to ensure understanding of payroll requirements

Ensure the accuracy and completeness of employee records

- Collaborate with colleagues including campus partners, to address opportunities for improvement to limit the manual corrections required and enhance automation capability and confidence
- Conduct regular audits of the data in the system to ensure accuracy and completeness
 - Identify issues, investigate data integrity, apply data corrections as necessary as well as make recommendation to improve efficiency and effectiveness

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<ul style="list-style-type: none">○ Contact employees and other stakeholders to address and resolve issues; resolve root cause of problems/issues, where possible○ Provide reports to the Manager, Payroll to enable oversight
<p>Support the fulfillment of efficient and effective payroll administration requirements</p> <ul style="list-style-type: none">● Support the Manager, Payroll with the following activity as required:<ul style="list-style-type: none">○ Administration and processing of all aspects of payroll for the University, ensuring payroll is delivered accurately and on-time through monthly and biweekly standard cycles, with off cycle payments as required○ Provide final sign-off to monthly and year-end processing and filing, ensuring completeness and compliance with strict deadlines; oversee the coordination of year-end reconciliation of government remittances (i.e., CPP, EI, Income Tax, WSIB, EHT) with HR Financial Officer○ Develop and maintain all payroll processes/procedures and documentation, focusing on best practice, compliance and continuous quality improvement○ Coordinate training of payroll team to ensure consistent application of University policies and standard operating procedures and compliance with legislative requirements○ Ensure all complex, unique, and sensitive issues are investigated and resolved, working with external entities (i.e., CRA, Service Canada, auditors, consultants, etc) and campus partners or other HR colleagues as required● Participate in audits, providing support to the HR Financial Officer and acting as primary contact when necessary; design and implement internal controls to meet audit requirements; coordinate with HRPT team to design and obtain audit reports in Workday as required to support the payroll function● Continuously support the analysis, measurement, review, development, and implementation of effective and efficient processes, practices and system capabilities to govern all payroll activities to ensure quality and consistency and delivery against defined targets
<p>Other duties as required</p> <ul style="list-style-type: none">● Develop, maintain, and deliver/support delivery of presentations as required to support understanding of payroll processes (e.g., Staff orientation/onboarding sessions, lunch & learn sessions, department specific sessions)● Ensure communication material is current, accurate, and understandable by stakeholders● As necessary, meet or correspond with employees who have complex payroll questions and address their concerns● Participate in special projects to facilitate continuous improvement and improved business practices within the Office of the Associate Provost, Human Resources● Other projects and administrative activities as requested

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

<p>Education</p> <ul style="list-style-type: none">● 4-year post-secondary qualification or equivalent education and experience● National Payroll Institute, Payroll Compliance Practitioner (PCP) certification required
<p>Experience</p>

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- 5-7 years demonstrated analytical and problem-solving experience in payroll related data management and information systems
- 5-7 years of progressive experience administering payroll activity
- Demonstrated customer service experience

Knowledge/Skills/Abilities

- Knowledge of Canadian federal tax provisions, provincial/federal programs including CPP, EI, provincial healthcare, workers compensation, etc., and provincial employment standards
- Accuracy and attention to detail in work, proven analytical and problem-solving skills
- Strong oral and written communication skills, including process documentation development and delivery
- Experience with Workday or other in-house payroll system
- Advanced Excel skills for data analyses; Intermediate skills in other Microsoft Office suite (Word, PowerPoint, Teams, Outlook)

Nature and Scope

- **Contacts:** Internal communication with employees across all areas (Faculty, Staff, CUPE, Non-Faculty) to provide communication, training and support to all members and administrative users; regular communication with the HR teams and IST to support the information and computer systems of the payroll team to ensure accurate, efficient and compliant self-service and administrative applications. Some external communication with Canada Revenue Agency.
- **Level of Responsibility:** The position is responsible for performing comprehensive analyses and senior administrative responsibilities, and for providing support to the payroll team in a timely and accurate fashion.
- **Decision-Making Authority:** Answering questions with facts that are known and for escalating all other inquiries.
- **Physical and Sensory Demands:** Minimal demands typical of a normal office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a normal office environment.