



The position administers financial requirements for the WSCC payroll activities affecting departmental budgets. The payroll includes all WSCC departments, Governance Council and various committees within the NWT and NU for a total of approximately 155 employees paid bi-weekly. Total payroll is about \$21 Million per year with liability payments of \$805,000/monthly.

Located in Yellowknife and reporting to the Corporate Comptroller, this position is responsible to ensure the accuracy of complex and unique financial transaction, as it pertains to employee pay and benefits; Union, Excluded, Senior Management and the President. This position is both the starting and finishing point in all payroll functions.

The Senior Payroll Specialist audits and prepares/enters documents in the WSCC Great Plains System. The incumbent is responsible for ensuring all transactions are completed in an accurate, consistent, timely manner and in accordance with Federal and Territorial Legislation, regulations and policies, agreements, and business procedures. The incumbent is the first line of contact with staff and must be able to interpret and explain salary information and changes in payroll.

The Senior Payroll Specialist accurately calculates injured workers' disability compensation in accordance with the *Workers' Compensation Acts, Employment Insurance Act* (Canada), regulations, policies, within established service target timelines. This includes, but is not limited to, calculating the estimated gross annual remuneration a worker would receive if their workplace injury or disease did not occur to a maximum of the Year's Maximum Insurable Remuneration (YMIR) as well as inter-jurisdictional claim rates and retroactive rate adjustments for all assigned claims. The incumbent further ensures that the gross annual remuneration accounts for benefits received under the *Employment Insurance Act* (Canada.)

The Senior Payroll Specialist follows established procedures and uses an electronic system (Wage Calculator) to determine the appropriate rates for workers. Prompt attention is critical for the Claims Services Unit to meet the mandate of fair and timely compensation benefits to injured workers. This position completes over 800 compensation calculations for time loss claims per year. Any error in the calculation of benefits will adversely affect the Workers' Protection Fund and cause undue hardship to injured workers.

The Senior Payroll Specialist is expected to attain both competencies of payroll processing and wage calculation by cross training and rotating between the two functions on a system of rotation during the year.

## **RESPONSIBILITIES**

**1. The Senior Payroll Specialist is responsible for the day-to-day provision of payroll services through the WSCC payroll system, Great Plains (GP) information is entered accurately, timely, and in accordance with the relevant agreements and legislation.**

- Audits all pay and benefits information for President (Deputy Minister), SMT, union and excluded employees as entered by Human Resources (HR).

- Enters and audits all pay information, initial employee setup and file maintenance for the Governance Council and other committee/tribunal members.
- Processes bi-weekly pay runs for indeterminate, term and casual employees.
  - Audit and verify pay actions initiated by HR
  - Set up new employees in payroll module – benefits, insurance, and pension.
  - Review and process all overtime and standby pay in the Leave Management System and confirm accuracy in accordance with the Collective Agreement
- Identifies and implements changes required to the existing payroll system and procedures resulting from changes to Collective Agreements or Legislation.
- Reviews procedures and identify opportunities to improve effectiveness and service delivery.
- Provides responses to payroll related queries and follows up if required.
- Ensures that proper records are prepared and maintained, and reports are prepared as required.
- Ensures that documents are completed in accordance with the WSCCs', Territorial and Federal policies and procedures are accurately entered into appropriate systems.
- Monitors system output for accuracy and completeness.
- Audits, calculates and prepares statutory and other remittances including ensuring the Canadian Revenue (CRA) remittances are calculated and remitted within the statutory deadlines
- Provides the details for all remittances to the Accounts Payable team for payment through the bank portal
- Sets up new and existing employees Direct deposit payments
- Verifies the payroll has been completed accurately and authorized by the Comptroller prior to posting to the General Ledger
- Audits and troubleshoot all Superannuation and Supplementary Death Benefit contribution data and upload electronically through the Federally required Data Capture Tool (DCT)
- Verifies and ensures that accurate history is entered and maintained in the GP system and changes are completed correctly and in a timely manner

**2. The Senior Payroll Specialist takes the lead for reviewing and processing complex or irregular payroll transactions as required and counsels employees in order to ensure accurate and timely processing of pay, recoveries, retroactive pays and payment of benefits.**

- Calculates all retroactive payments including adjustments due to job evaluation results and provides the information to the employee
- Confirms and calculates reversals and adjustments including maternity/paternity recoveries and provides calculations and information required to the Supervisor, Accounts Receivables
- Accurately calculates, enters, verifies and counsels/advise employee on reasons for payroll recoveries for overpayments of salary, pension and benefits, payroll refunds for benefits and insurance deductions taken in error through formal letter or emails
- After employee termination:
  - Audits superannuation forms prepared by HR
  - Calculates final pay and enters the records of employment using the Federal

Governments ROE Web computerized program in a timely manner.

- Completes thorough audit of employee's pay history
- Completes and forwards superannuation pension documents for termination and transfers
- Actions and monitors all garnishments, court orders, requirements to pay, maintenance enforcement of third party demands on employees, merit pay, retroactive pay, severance payment, recoveries of insurance and other deductions and liaises with courthouse officials of the Territories and Provinces, as required.
- Evaluates, calculates, enters, verifies and initiates on-demand cheques.
- Coordinates with outside vendors (Callow) in setting up earning, deduction and benefit codes and associated reports
- Primary lead on coordination of updating GP for pay grid changes April 1 due to the collective agreement levels, including testing and troubleshooting the system.

**3. The Senior Payroll Specialist completes complex calculation of wage loss benefits for WSCC Claimants, as outlined by relevant policies.**

- Requests wage and salary information from the worker and employer.
- Reviews, calculates, and validates the daily compensation rate according to the hours of work, shift work, rotations, shift differentials, overtime and time lost in accordance with various employment agreements for Time Loss and Pension claims.
- Considers whether income tax forms or any other documentation is necessary to ensure an accurate calculation.
- Determines whether it is necessary to contact other sources to confirm evidence of earnings.
- Provides on-going expert support to Adjudication, Case Management and Pensions staff regarding wage calculation updates as outlined by the relevant policies.
- Provides technical advice to Information Services on new wage information for updates to a database system.
- Responsible for keeping clear, accurate and up to date documentation for each calculation performed.
- Communicates with internal colleagues to explain how the calculated benefit was determined and where appropriate and necessary to Employers and Injured Workers as well.
- Works with WSCC internal auditor as well as the Office of the Auditor General (OAG) to coordinate the annual claims wage calculation audit.

**4. The Senior Payroll Specialist is responsible for providing seasoned advice and interpretation to WSCC managers and staff (including Senior Managers) on all payroll policies and procedures.**

- Provides technical expertise, research capabilities and guidance to management when complex pay issues arise.
- Prepares letters, reports and other documentation as required.
- Explains changes in payroll to management, staff and employees.
- Prepares monthly ad hoc payroll reports for management, supervisors, Human Resources or outside agencies.
- Monthly reconciliation of liability accounts

- Provides historical and current information to managers to assist in the development of salary and benefits budgets and variance reports.
  - Liaises between outside agencies (i.e. Human Resource Canada, Revenue Canada, Territorial and Supreme Courts; and banking institutions) management and employees.
  - Provides documentation and verification of payroll as requested by outside agencies.
5. **Identifies problem areas or trends from their work unit providing recommendations for improved services and participating in quality assurance of the pay process.**
- Conducts troubleshooting and problem resolution for issues arising from the system or identified by staff.
  - Identifies and corrects all data errors made to the Great Plains system to prevent major mishaps from occurring to an employee pay file.
  - Enters reviews and audits pay information on individual pay records.
  - Schedule and conduct special projects including file audits.
6. **Carries out Year End planning and processing including:**
- Conducts all year-end related payroll activities:
    - Calendar year audits of employee pay that affect the employee's T4's, T4A's and year-end totals
    - Reconciles system generated reports to employee files and process the necessary corrections; pension adjustments; all statutory and other remittances, balance T4 amendments for prior years.
  - Prepares WSCC Employer Payroll Statements, NWT/NU payroll tax forms and others as needed
  - Conducts all year-end related system activities:
    - Year-end preparation/testing and processing (Maintaining T4 setup parameters, adjust run set up processing, T4 prints, reporting to Revenue Canada, etc.)
    - Carries out testing of payroll items,
    - Updates pay calendars, new earning codes, updating earning programs etc.
    - Review table set up of earnings, deductions, taxes, etc.
  - Interacts with Office of Auditor General and answers all payroll related audit questions.
    - Completing the system description of payroll functions
    - Completing payroll walk through.
    - Providing payroll files or reports as requested.
    - Providing key management compensation for the financial statements
    - Any other payroll related questions or reports as requested.
  - Other duties may be assigned, as required.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands

### **Environmental Conditions**

No unusual conditions

### **Sensory Demands**

A high level of sensory demand is necessary to audit all documentation provided as support for Payroll in order to ensure accurate data entry.

### **Mental Demands**

The work is often repetitive and adheres to strict deadlines. The incumbent is routinely involved in several detailed and varied projects simultaneously, which requires the ability to prioritize work, to meet completing deadline pressures. This includes a fair amount of overtime required during the year end process. The incumbent must be prepared to work over the mandatory leave period to ensure the first payroll of the New Year is processed with all updated remittances. The incumbent is expected to schedule vacations and time off to ensure there is minimal interruption to the pay cycle. The incumbent is expected to meet all deadlines in regard to payroll even if disruptions such as office closures occur which can lead to stress and disruptions in home life.

The WSCC is a small office environment, and the incumbent can be put into stressful situations by fellow employee's frustration over required pay actions such as overpayment recoveries, advance recoveries, final pay processing, correction of overtime and standby entries and garnishee orders.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Solid working knowledge of computerized payroll systems as well as database management and spreadsheet applications and a strong aptitude for learning new and changing software applications.
- Demonstrated organizational skills and the ability to work with strict deadlines are critical.
- Excellent interpersonal and communications skills combined with the ability to work in a team environment are essential.
- Working knowledge of tax implications and reporting on T4 and various reports associated with Benefit codes.
- A high level of knowledge in the administration of insurance, Superannuation, benefits, all earnings and deductions provided or applicable to employees, federal legislation, territorial acts, as well as Human Resource Policies, Procedures and Directives.

- Proven ability to understand, interpret and apply rules and regulations of legislations, UNW Collective Agreement, Managers & Excluded employees Handbook, Human Resource Manual, Insurance Manuals, the *Public Service Act*, payroll principles, policies and procedures supported.
- Understanding of the *Workers' Compensation Act*.
- Ability to collect, review, audit, investigate and effectively address complaints concerning earnings, benefits, and deductions for various types of individual employees within the WSCC (Managers, Excluded, and Union).
- Proven ability to effectively verify and control output with respect to cheque preparation.
- Working knowledge of Human Resources and transactions that affect pay.
- Specialized training in the application of the Human Resource Information System (preferably Great Plains) is an asset.
- Strong attention to detail.
- Tact and diplomacy.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

Completion of the National Payroll Institute Certification; Payroll Compliance Professional (PCP) or Payroll Leadership Professional (PLP) and four (4) years progressively more responsible experience leading day to day functions of the pay office.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal record check

**French language** (check one if applicable)

- French required (must identify required level below)
  - Level required for this Designated Position is:
  - ORAL EXPRESSION AND COMPREHENSION
    - Basic (B)  Intermediate (I)  Advanced (A)
  - READING COMPREHENSION:
    - Basic (B)  Intermediate (I)  Advanced (A)
  - WRITING SKILLS:
    - Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

**Indigenous language:** To choose a language, click here.

- Required
- Preferred