

DATA ENTRY CLERK

CUPE 2357 – Level 3

CORE FUNCTION:

Under the direction of the Payroll Officer, the Data Entry Clerk performs data entry functions related to the processing of time sheets for casual employees, completes Records of Employment (ROE's), does filing and performs other related duties, as assigned by the supervisor.

MAIN DUTIES:

Performs the data entry functions related to the processing of time sheets for casual employees:

- inputs time sheet data, including appropriate rates, codes, personal data, etc.
- verifies sick leave entitlement for term employees
- administers statutory holiday payment
- pulls out incomplete, invalid or post dated time sheets
- liaises with employees and other staff to resolve problems
- validates and posts timesheets for casual employees and ensures all hours and dollar amounts on the register balance for the employee group totals

Completes Records of Employment:

- completes the Record of Employment for casual employees (ex. when there is an interruption of earnings, or a request from Human Resources Development Canada, etc.)
- runs the employment history report in IPPS to calculate the weeks of insurable hours and earnings
- ensures accuracy and timeliness of ROE's

Performs filing function:

- does filing for the Administration and Continuing Education pay groups (21 groups), including salary authorization forms, pay entitlement calculations, records of employment, garnishments, etc.

Performs miscellaneous duties:

- tests, tracks and up-dates sick leave credits for the year for bus attendants and housekeepers in IPPS
- verifies sick leave usage reports from Human Resources
- assists the Senior Payroll Clerk with the calculation of the Salary Entitlement/Adjustments (during peak periods)

- data enters leave entitlements and special payments and verifies totals for final reports
- assists the payroll department with the distribution of payroll information such as Pension Booklets, Records of Employment, etc.
- provides assistance/backup when requested by the supervisor

Performs other duties, as assigned by the supervisor.

SUPERVISION OF STAFF:

There is no supervisory responsibility.

QUALIFICATIONS:

- Secondary school graduation
- 1 year of Community college in a related field
- 2 years of related experience
- Excellent organizational skills
- Excellent keyboarding skills
- Ability to meet deadlines

Individuals who possess an equivalent combination of education and experience may also be considered.