

Payroll Assistant
1 – Permanent Position
Compensation Services
CUPE Local 4400 Unit C – Grade J (12 Month)
\$31.56 – \$37.02 per hour

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

Reporting to the Supervisor, Payroll under the direction of the Payroll Administrator – Support Staff/Teaching Payroll, the Payroll Assistant will:

- *Administer, manage, control and monitor payroll for all TDSB employees in an accurate and timely manner;*
- *Ensure compliance with legislative, Board and contract rules and regulations regarding payroll procedures, records and changes; and*
- *Apply contractual obligations to employees' pays and decide whether or not action is to be taken concerning payments.*

Summary of Duties:

- Verify and analyze daily error, warning, adjustment and system generated reports to ensure timely and accurate salary payments for legislative and collective agreement requirements;
- Analyze pay processing problems to determine source and nature of problem, decide action, e.g., by time card update or by advising outside departments of action (HR, Programming) of solution through supervisor;
- Maintain data integrity to ensure balanced T4's;
- Determine employee eligibility to SEB plan as well as process payments;
- Recommend processes and improvements to system functionality;
- Initiate, monitor and ensure data integrity of all payroll liability accounts when requisitions are made through the accounting process by providing all payroll related forms and recalls to accounting for bank reconciliation and audit processes;
- Initiate journal entries as required to ensure G/L integrity, i.e., pay recalls, salary overpayments, etc.;
- Process all entries on a timely basis;
- Analyze and respond to employee enquiries, request for direction or information, complete required forms, e.g., TD1, and redirect enquires where necessary;
- Provide information to third parties with employee consent;
- Enforce and maintain compliance to FOI and Board confidentiality rules (e.g., courts, WSIB, record control);
- Establish lines of communication with payroll, HR, schools, employees, departments, etc. to ensure employee and Board needs are met;
- Utilize system applications to ensure effective use of Board tools for communication, e.g., e-mail, word processing, spreadsheets, databases;
- Analyze employee records to determine salary eligibility based on employee sick/special leave day allotments including pay recalls where necessary;
- Administer pay or manual YTD adjustments on earnings to ensure T4, T4A, gratuity data integrity;

- Send and follow up on notices, e.g., to employees with overpayments to ensure repayment and or to start the steps for a collection agency involvement;
- Update TD1 and source deductions values as required to ensure accurate employee records for payroll processing and deductions of income tax, CPP and EI;
- Update to commence or stop deductions as requested by employee as they relate to optional deductions such as credit union, RRSP's, charity, OPC, TSSA, etc.;
- Process mandatory deductions such as federation dues and fees, etc.;
- Process related government exemptions, e.g., as supplied by the employee, i.e., CPP and EI waivers;
- Determine employee eligibility to request for issuance of ROE;
- Initiate the request for the record via system process and verify total hours and insurable earnings before the release of the document;
- Respond to investigation reports from HRDC by researching and confirming employee earnings to prevent misuse and misappropriation of funds;
- Perform due diligence in preparation of mass layoff ROE and also the variety of special cases that need to be addressed, e.g., variety of leaves, terminations, layoffs etc.; and
- Other related duties as assigned.

Qualifications:

- Secondary school diploma with one years' additional related business courses including a CPA certification or equivalent, with two to three years' progressively responsible payroll experience, or an equivalent combination of education and experience;
- Working knowledge of Collective Agreements, Provincial and Federal Legislation pertaining to payroll;
- Working knowledge of WSIB, Family Responsibility Act and garnishee requirements;
- Experience providing on-line system support to end users;
- Proficiency and expertise in the use of HR/Payroll computer technology
- Proficiency in the use of e-mail, word processing, spreadsheets, databases, and Financial applications); Strong communication skills;
- Ability to co-operate with staff on all levels and to work as part of a team;
- Ability to work with minimal supervision;
- Strong organizational and problem solving skills; and
- Familiarity with Board processes.

Special Requirements:

- Must be able to work overtime on short notice in order to ensure that employees are paid in an accurate and timely manner

Location: 5050 Yonge Street (Wheelchair Accessible) (Hybrid Work Eligible)

Hours: 35 Hours per week

Work Year: 12 Months

Please note:

Applications **must** be submitted:

1. In résumé form with a covering letter to: Application.Submission@tdsb.on.ca
2. With competition # **CUPE C-25-1011UE** in the subject line
3. Apply no later than 4:30 pm on **January 30, 2025.**

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance, during the application process.

The TDSB follows a hybrid work structure where some employees may be able to work remotely at times, based on operational requirements. Please refer to [Policy P103](#), Flexible Working Arrangements for more information.