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[COMPANY NAME] JOB DESCRIPTION

Position: Payroll and
Timekeeping Clerks

Job Description:

Compile and post employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions. May prepare paychecks.

Job Tasks:

- Compile employee time, production, and payroll data from time sheets and other records.
- Complete time sheets showing employees' arrival and departure times.
- Complete, verify, and process forms and documentation for administration of benefits such as pension plans, and unemployment and medical insurance.
- Compute wages and deductions, and enter data into computers.
- Issue and record adjustments to pay related to previous errors or retroactive increases.
- Post relevant work hours to client files in order to bill clients properly.
- Process and issue employee paychecks and statements of earnings and deductions.
- Record employee information, such as exemptions, transfers, and resignations, in order to maintain and update payroll records.
- Review time sheets, work charts, wage computation, and other information in order to detect and reconcile payroll discrepancies.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate departments.
- Coordinate special programs, such as United Way campaigns, that involve payroll deductions.
- Distribute and collect timecards each pay period.
- Keep informed about changes in tax and deduction laws that apply to the payroll process.
- Prepare and balance period-end reports, and reconcile issued payrolls to bank statements.

- Provide information to employees and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions.

Required Knowledge:

- **Clerical** -- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Mathematics** -- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Economics and Accounting** -- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Required Skills:

- **Mathematics** -- Using mathematics to solve problems.
- **Reading Comprehension** -- Understanding written sentences and paragraphs in work related documents.

Abilities Required:

- **Number Facility** -- The ability to add, subtract, multiply, or divide quickly and correctly.
- **Mathematical Reasoning** -- The ability to choose the right mathematical methods or formulas to solve a problem.
- **Near Vision** -- The ability to see details at close range (within a few feet of the observer).
- **Information Ordering** -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Written Comprehension** -- The ability to read and understand information and ideas presented in writing.
- **Written Expression** -- The ability to communicate information and ideas in writing so others will understand.

Job Activities:

- **Processing Information** -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

- **Documenting/Recording Information** -- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Evaluating Information to Determine Compliance with Standards** -- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Communicating with Supervisors, Peers, or Subordinates** -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Performing Administrative Activities** -- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

I _____ acknowledge that I have read and understood this job description for the position of Payroll and Timekeeping Clerk.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____