Human Resources Service Associate

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Office, Clerical and Technical
Position covered by the Memorandum of Agreement with the University of Guelph Exempt Group

Human Resources Service Associate

Human Resources

Hiring #: 2020-0048

Position 1: Regular Full-Time

Position 2: Temporary full-time from February 10, 2020 to December 31, 2021
Temporary absence of the regular incumbent

Applicants will be considered for both vacancies unless specified in the cover letter

Please read the Application Instructions [1] before applying

The University of Guelph is seeking a dynamic and motivated individual to join its Human Resources Team as a Human Resources Service Associate. Reporting to the Manager, Payroll Services, the Service Associate will be a key member of the Total Compensation team ensuring the timely processing of the University’s bi-weekly payroll. The Service Associate must have an in-depth and continuing understanding of payroll related legislation, University policy and collective agreements/handbooks provisions, to ensure employees are paid in a manner that is compliant, accurate and timely. They are responsible for investigating and resolving payroll and benefit issues, exercising judgement as to what corrective action must be taken, and advising clients of those decisions.

As a key point of contact for employees, retirees and departmental administrators, the Human Resources Service Associate consults and advises on routine human resources, payroll, benefits and pension inquiries. They conduct new employee information sessions and ensure accurate enrolment in employee group benefit/pension plans. The Human Resources Service Associate is responsible for investigating and resolving payroll and benefit issues exercising judgement as to what corrective action must be taken and advising clients of those decisions. They correspond with external agencies (benefits carrier, Service Canada, Banks) as required to verify information and resolve any issues.

Requirements of the position include:

- Two year community college diploma and have attained (or in the processing of attaining) the Payroll Compliance Practitioner certification
- Several years of previous experience working in a payroll and employee group benefits function
- Experience working with HRIS or payroll systems
- Excellent written and verbal communication skills
- Strong attention to detail and accuracy
- Proven analytical and problem solving skills
- Intermediate knowledge of Microsoft Office applications
- Strong and effective organizational skills with follow through including the ability to manage multiple priorities
- Demonstrated understanding of payroll principles and regulations is required
- Open to learning, exercise good judgement and have a high degree of flexibility
- High level of diplomacy, sensitivity and confidentiality
Position Number         060-054 (Position 1); 060-055 (Position 2)
Classification               Exempt Group Salary Band 5
Salary Range $25.23 Minimum (Level 1)
$28.18 Normal Hiring Limit (Level 3)
$34.13 Job Rate (Level 7)

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2020 01 29
Closing Date: 2020 02 05

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/human-resources-service-associate

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply