Laboratory Services Division (LSD) Human Resources is seeking a qualified candidate to support and assist the HR team with payroll coding, time-entry and other general administrative tasks. Laboratory Services has ~300 employees, represented by several different employee groups, working out of three different locations. Working within tight deadlines, the successful candidate will be responsible for printing and sorting large volumes of timesheets, assigning the appropriate payroll coding to the timesheets, and accurately entering the timesheet data into the University of Guelph Time-Entry system. Additional duties include: updating electronic attendance balances; verifying and reconciling LSD records with University of Guelph records; completing payroll related paperwork for distribution to appropriate signing authorities; maintaining stocks of forms; filing large volumes of confidential paperwork, forms and timesheets; and, other duties as assigned.

Requirements of the position include: One year community college program in human resources, payroll or business administration plus six months of related experience, or an equivalent combination of education and experience.

Candidates must demonstrate:

- Initiative and dependability;
- Experience working with electronic payroll and attendance reporting systems;
- Excellent data-entry skills and experience working in a high volume data-entry environment, with frequent interruptions;
- Excellent organizational, prioritization and multi-tasking skills;
- Proven ability to manage time-sensitive tasks and maintain accuracy and attention to detail, while working under tight deadlines;
- Ability to work effectively both independently and as a member of a team;
- Strong written and oral communication skills;
- High level of tact, diplomacy, and confidentiality;
- Demonstrated administrative support experience (i.e. filing, processing paperwork, photocopying, scanning);
- Good computer skills (MS Word, Excel, Office 365, HRIS systems, Teams);
- Experience assisting with payroll related functions in a unionized environment will be considered an asset.

Hours of work: Up to 21 hours 3 days per week. Must be available Wednesday - Friday.

This appointment is regularly performed on-campus but will be initially fulfilled both remotely (off-campus) and on-campus until the University resumes its regular operations.

Hourly rate $21.54 - $24.06 per hour*
*Tentative evaluation; subject to committee review.
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: 2021 05 10
Closing Date: 2021 05 25

Page category: Current Opportunity [3]
Keywords: current [4] opportunity [5]

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/payroll-assistant

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[3] https://www.uoguelph.ca/hr/page-category/current-opportunity
[4] https://www.uoguelph.ca/hr/tags/current
[5] https://www.uoguelph.ca/hr/tags/opportunity