



MEMORANDUM

TOWN OF PONCE INLET, HUMAN RESOURCES DEPARTMENT

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Jeaneen Witt, Town Manager
From: Kim Cherbano, Human Resources Director
Date: February 1, 2019
Subject: Monthly Report: Human Resources office – January 2019

Below is a summary of the Human Resource Department's activities for the month of **January 2019**:

Payroll activities - **51 hours**

- Prepared and processed two payrolls, end of month reports, end of quarter reports, and end of (calendar) year reports
- Reconciled and processed benefit(s) invoices for payments
- Prepared, verified, and distributed W-2 forms
- Distributed, received, and entered 2019 W-4 forms

Personnel – **34 hours**

- Processed evaluations and pay adjustments
- Orientation for Maintenance Tech position (PW)
- Orientation for Information Technician Manager position (IT)
- Coordinated and implemented benefit coverages for new employees
- Entered employee information in personnel file system
- Reviewed and updated employee job descriptions
- Attended staff meetings regarding Personnel Rules & Regulations update

Bargaining Unit activities - **3 hours**

- Coordinated and attended bargaining session (IAFF 4140)

Audit – **45 hours**

- Continued preparing and reviewing audit paperwork fiscal year 2017/2018
- Reviewed and met with auditors regarding FY 17/18 and FY 18/19

Tyler/Incode project – **32 hours**

- Attended InCode/Tyler System Informational meetings in preparation of conversion
- Continued verification of accounting and payroll information for conversion project

Miscellaneous activities - **22 hours**

- Hurricane Irma – continued/close-out processing related to Hurricane Irma
- Coordinated Blood Drives for 2019 (quarterly)

Coordinated United Way 2019 program
Researched and assembled documents pertaining to records requests
Assisted with staff coverage due to meetings, trainings, and vacations
Prepared monthly reports

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