



MEMORANDUM

Town of Ponce Inlet

Human Resources / Deputy Clerk 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 Resource Director/Deputy Clerk
Date: January 8, 2020
Re: Monthly Report - December 2019

Below is a summary of the Human Resource Department's activities performed during **December 2019:**

Payroll activities - **41 hours**

- Prepared and processed two payrolls and associated payroll reports
- Reconciled and processed benefit(s) invoices for payments
- Processed personnel changes in the electronic and hard file payroll systems

Personnel – **43 hours**

- Processed evaluations and pay adjustments
- Reviewed and updated employee job descriptions
- Attended staff meetings
- Updated and posted/re-posted the following employment opportunities:
 - Building Inspector (hired 12/2/19)
 - Senior Planner
 - Maintenance Tech I
 - Utility Billing/Accounting Specialist
- Monitored candidate application activities to include:
 - Reviewed and responded to employment inquiries
 - Corresponded with applicants
 - Emailed employment applications
 - Printed resumes
- Created, organized and assembled Employee Welcome Notebook
- Provided orientation for new Building Inspector
- Attended Employee of the Year selection meeting

Training - **4 hours**

- Attended ACA (Affordable Care Act) webinar

Audit - **26 hours**

- Worked with auditor on W-2s and Tyler/Incode system
- Prepared documents and assisted with pre-audit tasks for fiscal year 2018/2019

Tyler/Incode project – **3 hours**

Incode 10 System - continued training (on-going)
Reviewed and adjusted payroll codes and deductions

Safety Committee activities - **2 hours**

Attended December Safety Committee meeting
Prepared Safety Committee meeting minutes

Miscellaneous activities - **13 hours**

Annual Employee Food Drive conclusion
Confirmed 2020 Blood Drive dates
Continued reports for hurricane Irma
Assisted with staff coverage due to meetings, trainings, and vacations
End of Quarter file maintenance tasks (inventoried / archived records, etc.)
End of Year file maintenance tasks (inventoried records, filing, archiving, etc.)
Prepared monthly reports

/ph