



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 2, 2018
Subject: End of the Month Report – January 2018

Below is a summary of the Human Resources Department's activities during the month of January 2018:

Payroll summary:

- Processed two payrolls
- Closed-out payroll and associated documents for December
- Closed-out payroll-related documents for end of calendar year (W2 & 1099)
- Preparing and Compiling audit paperwork fiscal year 2016/2017
- Process benefit invoices for payment and reconciliation

Personnel:

- Process evaluations and pay increases

United Way:

- Obtained and distributed United Way information and pledge cards
- Created database to organize donor contributions and information

Miscellaneous:

- Hurricane Irma – continued receiving, reviewing, and creating packets of invoices, payroll, and other expenses related to Hurricane Irma
- Assisted with staff coverage due to meetings, training, and vacations

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