



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: March 9, 2018
Subject: End of the Month Report – February 2018

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

Payroll summary:

- Processed two payrolls
- Closed-out payroll and associated documents for February
- Closed-out payroll-related documents for end of month
- Prepared and Compiled audit paperwork fiscal year 2016/2017
- Processed benefit invoices for payment and reconciliation

Personnel:

- Processed evaluations and pay increases
- Posted employment opportunity on website and News Journal (PD)

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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