



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: April 5, 2018
Subject: Monthly Report: Human Resources office – March 2018

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

Payroll activities:

- Processed two payrolls
- Closed-out payroll and associated documents for March
- Closed-out payroll-related documents for end of month reports
- Continued preparation and analysis of audit paperwork fiscal year 2016/2017
- Processed benefit invoices for reconciliation and payment

Personnel:

- Processed evaluations and pay increases
- Received, reviewed, and entered employee W-4 information in payroll system
- Processed resignations/terminations in payroll electronic and hard file systems
- Posted employment opportunity on town's and Indeed's websites
- Received, reviewed, copied and forwarded employment applications (PD)
- Monitored Indeed's website for employment applications and information

Union activities:

- Attended IAFF 4140 negotiations meeting
- Prepared minutes of IAFF 4140 meeting

Miscellaneous activities:

- Hurricane Irma – continued processing expenses related to Hurricane Irma
- Assisted with staff coverage due to meetings, training, and vacations
- Prepared monthly reports

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