



## 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: May 1, 2018  
Subject: Monthly Report: Human Resources office – April 2018

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

#### Payroll activities:

Processed two payrolls, payroll adjustments and closed out end of month reports. Reconciled and processed benefits invoices for payments and/or ACHs. (64 hrs)

Personnel: Provided two orientations for two (2) new employees (Police & Planning) (5.5 hrs)

Created and assembled personnel files, benefit packages, and entered into the Payroll system. (1.5 hrs)

Processed one (1) employee termination (1.5 hrs)

Employment: Posted two employment opportunities: one in public works and one in police department. Received, reviewed, copied and forwarded employment applications and information to the appropriate departments. Setup new advertising area called Indeed's for posting employment opportunities. (4 hrs)

Audit: Continued preparation and analysis of audit paperwork fiscal year 2016/2017 (2 hrs)

#### Budget activities:

Review mid-year expenses and prepared mid-year budget adjustments. (67 hrs)

Solicited for and met with representatives regarding benefits package for next fiscal year projections. (2 hrs)

#### Miscellaneous activities:

Hurricane Irma – continued processing expenses related to Hurricane Irma (3 hrs)

Assisted with staff coverage due to meetings, training, and vacations

Prepared monthly reports