



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: August 1, 2018
Subject: Monthly Report: Human Resources office – July 2018

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

Payroll activities - **55 hours**

- Processed two payrolls, payroll adjustments, end of month reports
- Processed State and Federal quarterly reports
- Reconciled and processed benefit(s) invoices for payments

Personnel - **5 hours**

- Processed evaluations and pay increases
- Reviewed Redacted Personnel file for release

Employment - **16 hours**

- Attended employment interviews (Cultural Services Dept.)
- Responded to applicants that applied and attended employment interviews.
- Posted employment opportunity on Indeed.com (Public Works)
- Monitored Indeed's website for employment applications and information
- Processed resignations/terminations in payroll electronic and hard file systems

Budget activities – **5 hours**

- Reviewing needed budget adjustment for fiscal year 17/18

Tyler/Incode project – **20 hours**

- Attended Informational meetings
- Coordinated schedule of program implementation
- Verifying payroll information in InCode V9 system for conversion.

Safety Committee – **0 hours**

Miscellaneous activities - **18 hours**

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