



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 29, 2018
Subject: Monthly Report: Human Resources office – August 2018

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

Payroll activities - **53 hours**

- Processed two payrolls, payroll adjustments, end of month reports
- Reconciled and processed benefit(s) invoices for payments
- Update employee information in payroll system

Personnel – **2.5 hours**

- Processed evaluations and pay increases
- Updated employee information in personnel file system

Employment - **16 hours**

- Attended employment interviews (Cultural Services Dept. and Public Works)
- Responded to applicants that applied and attended employment interviews
- Monitored Indeed's website for employment applications and information
- Processed new employees in payroll systems

Budget activities – **4 hours**

- Reviewed budget adjustments for fiscal year 17/18
- Reviewed and amended proposed budget for fiscal year 18/19

Tyler/Incode project – **40 hours**

- Attended Informational meetings
- Reviewed and made adjustment to payroll codes and deductions.
- Verified payroll information in InCode V9 system for conversion project

Safety Committee – **3 hours**

- Prepared agenda packet for September 11th meeting

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

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