



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: September 28, 2018
Subject: Monthly Report: Human Resources office – September 2018

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

Payroll activities - **57 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 – **3 hours**

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

Employment - **21 hours**

- Attended employment interviews (Public Works)
- Responded to applicants
- Posted Police Officer position to Indeed
- Monitored Indeed for employment applications; print & copy same to Police Dept.
- Processed two new employees in payroll systems

Budget activities – **11 hours**

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

Tyler/Incode project – **49 hours**

- Attended InCode System Informational meetings
- Attended InCode Training
- Reviewed and made adjustment to payroll codes and deductions
- Verified payroll information in InCode system for conversion project (continued)

Safety Committee – **3 hours**

- Attended 1 meeting
- Prepared minutes

Miscellaneous activities - 17 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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