



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: October 31, 2018
Subject: Monthly Report: Human Resources office – October 2018

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

Payroll activities - **57 hours**

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

Personnel – **12 hours**

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

Employment - **21 hours**

- Posted Maintenance Technician position to Indeed
- Responded to applicants' inquiries and provided employment application
- Monitored Indeed for employment applications; print & copy same

Audit – **4 hours**

- Started preparation and analysis of audit paperwork fiscal year 2017/2018

Tyler/Incode project – **60 hours**

- Attended InCode System Informational meetings
- Attended InCode Training (continued)
- Reviewed and made adjustment to payroll codes and deductions both in Version 9 & 10
- Verified payroll information in InCode system for conversion project (continued)

Miscellaneous activities - **17 hours**

- Hurricane Irma – continued/close-out processing expenses related to Hurricane Irma
- Coordinated Employee Food Drive, prepared flyers and emails
- Coordinated Quarterly Blood Drive, distributed flyers, posted to website and emailed to employees and residents
- Assisted with staff coverage due to meetings, trainings, and vacations
- Prepared monthly reports

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