



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: November 30, 2018
Subject: Monthly Report: Human Resources office – November 2018

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

Payroll activities - **62 hours**

- Processed three payrolls and end of month reports
- Reconciled and processed benefit(s) invoices for payments
- Updated employee information in payroll system

Personnel – **13 hours**

- Processed evaluations and pay increases
- Processed new employees (PW & PD) – Orientation for new LEO
- Updated employee information in personnel file system
- Attended Employee of the Year meeting; prepared letters for same

Employment - **21 hours**

- Posted IT Manager and re-advertised for Maintenance Technician position with Indeed
- Responded to applicants' inquiries and provided employment applications
- Monitored Indeed for employment applications; printed & copied same

Safety Committee – **3 hours**

- Coordinated December Safety & Wellness Committee meeting
- Assembled agenda packet information and distributed to members

Audit – **20 hours**

- Continuation of preparing and reviewing audit paperwork fiscal year 2017/2018

Tyler/Incode project – **10 hours**

- Attended InCode System Informational meetings
- Continued verification of payroll information in InCode system for conversion project

Miscellaneous activities - **17 hours**

- Hurricane Irma – continued/close-out processing related to Hurricane Irma
- Employee Food Drive, tallied receipts and boxed donations
- Coordinated pick-up of donated monies and food items

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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