



## 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: December 31, 2018  
Subject: Monthly Report: Human Resources office – December 2018

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

#### Payroll activities - **47 hours**

- Processed two 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 adjustments
- Attended Interviews for Maintenance Tech position (PW)
- Attended Interviews for Information Technician Manager position (IT)
- Updated employee information in personnel file system

#### Employment - **23 hours**

- Reviewed IT Manager applications and resumes
- Responded to inquiries and provided employment applications
- Monitored Indeed for employment applications
- Printed, redacted & copied employment applications and resumes

#### Safety Committee – **3 hours**

- Attended December Safety & Wellness Committee meeting
- Prepared minutes of meeting
- Prepared draft agenda of March 2019 meeting for review

#### 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  
Coordinated Quarterly Blood Drive for 2019  
Assisted with staff coverage due to meetings, trainings, and vacations  
Prepared monthly reports

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