



## 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 1, 2019  
Subject: Monthly Report - Human Resources office

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Below is a summary of the Human Resource Department's activities performed during **July 2019**:

#### Payroll activities - **48 hours**

- Prepared and processed two payrolls and associated reports
- Prepared and submitted Federal and State quarterly payroll reports
- Reconciled and processed benefit(s) invoices for payments

#### Personnel – **41 hours**

- Processed evaluations and pay adjustments
- Processed New Employee (Orientation) - Police Officer
- Reviewed and updated employee job descriptions
- Attended and recorded interviews regarding Police Department
- Attended senior staff meetings

#### Implementation of employee benefits - **13 hours**

- Updated employee deductions in payroll system to reflect benefit changes
- Created and updated spreadsheets to reflect benefit changes

#### Material Safety Data Sheets (MSDS) project - **4 hours**

- Assembled materials, copied and created notebooks
- Distributed notebooks to each facility  
(Public Works, Museum, Police Department, Town Hall, Fire Department)

#### Tyler/Incode project – **8 hours**

- Incode System - continued maintenance of converted information (on-going)

#### Miscellaneous activities - **11 hours**

- Assisted with staff coverage due to meetings, trainings, and vacations
- Prepared monthly reports

/ph