



MEMORANDUM

Town of Ponce Inlet

Human Resources / Deputy Clerk 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 Resource Director/Deputy Clerk
Date: October 8, 2020
Re: Monthly Report

Below is a summary of the Human Resource Department's activities performed during **September 2020**:

Payroll activities - **60 hours**

- Prepared and processed two payrolls and associated payroll reports
- Reconciled and processed benefit(s) invoices for payments
- Processed personnel changes in the electronic and hard file payroll systems
- Processed End of Month reports
- Processed End of Fiscal Year reports

Personnel – **36 hours**

- Processed out two retired employees
- Processed evaluations and pay adjustments
- Attended briefings regarding COVID-19
- Updated the following employment opportunities:
 - Maintenance Technician
 - Maintenance Technician/Custodian
 - Police Lieutenant (Internal)
- Monitored candidate application activities to include:
 - Reviewed and responded to inquiries
 - Emailed employment applications
 - Printed and copied resumes and applications
- Requested, received, and reviewed background checks of applicants

Employee benefits – **11 hours**

- Audited and corrected employee deductions in payroll system to reflect benefit changes
- Created audit spreadsheets to reflect benefit changes

Audit – 2 hours

Started prep work for fiscal year ending 2019-2020

Budget – 12 hours

Continued review and revising the proposed budget for FY 2020/2021 to implement requested changes.

Miscellaneous activities - 4 hours

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

/ph