

- ❖ She has an ample amount of computer literacy especially in Microsoft excels.
- ❖ A solid background in proofreading documents and arithmetic to ensure that information entered are correctly in pay sheets.
- ❖ She has to have an understanding and knowledge of the accounting procedures and government regulation as well as the collective agreement on wages and conditions of service for hourly, daily, and weekly rated employees (GNC agreement).
- ❖ She has to be flexible and ensure that assignment or pay sheets are completed on time.

Job Description

- ❖ Key duties and responsibilities
- ❖ Transfer information from time book to pay sheet
- ❖ Update Necessary information that is required for pay sheet and voucher completion
- ❖ Printing of pay sheet and vouchers
- ❖ Signing and stamping of pay sheets
- ❖ Separation of pay sheets and vouchers from copies
- ❖ Updating of Kalamazoo records
- ❖ Updating of earning and savings records

Positive and negative elements of the content

Positive elements

- 1) The would eventually become specialist in preparation of pay sheets
- 2) Helps improve the clerk's awareness of errors checking
- 3) It increases the clerk's knowledge and understanding of pay sheets procedures for daily rated workers
- 4) It identifies and assists in developing the clerk's skills in meeting timely deadlines
- 5) Eventually the clerk quality of work is improved.

Negative elements

- 1) Deadlines may not always be met for instance a public holiday falling on a deadline date or the day before the deadline date may cause the due date to go over a day or two or may cause the completion of the pay sheet to be delayed or incomplete. However if it is that a public holiday fall before the deadline date this would result in the clerk to be put under stress and mistakes would occur. In some cases the employees would have to work overtime or late hours with no pay or compensation.
- 2) Doing the pay sheets over and over would eventually become boring for the employee The clerk would loose incentive to work and would therefore resulting in absenteeism and eventually loss of productivity.
- 3) Usually when a mistake is made in preparation of the paysheets, would consume a lot of time as carry forward pay sheets would have to be generated along with the respected vouchers attached because all of the information is linked so if pay sheet information is