



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: September 5, 2019
Subject: Monthly Report - Human Resources office

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

Payroll activities: 48 hours

Prepared and processed two payrolls and associated reports
Reconciled and processed benefit(s) invoices for payments

Personnel: 41 hours

Processed evaluations and pay adjustments
Reviewed and updated employee job descriptions and evaluations

Safety & Wellness Committee: 3 hours

Coordinated quarterly meeting
Assembled materials and created agenda
Distributed meeting agenda packets

Tyler/Incode project: 17 hours

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

Miscellaneous activities: 13 hours

Assisted with staff coverage due to meetings, trainings, and vacations
Prepared monthly reports
Hurricane IRMA - continued review and submittal of paperwork associated with event

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