



## 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:** November 4, 2019  
**Re:** Monthly Report - October 2019

---

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

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

- Prepared and processed three payrolls and associated reports
- Process State and Federal Quarterly Reports for payroll.
- Reconciled and processed benefit(s) invoices for payments
- Processed end of fiscal year documentation
- Processed resignations/terminations/new hires in the payroll and hard file systems

#### Personnel – **46 hours**

- Processed evaluations and pay adjustments
- Reviewed and updated employee job descriptions
- Updated employee deductions in payroll system to reflect benefit changes
- Reviewed and updated spreadsheets to reflect benefit changes
- Attended staff meetings
- Posted the following employment opportunities on Indeed:
  - Police Officer
  - Building Inspector
  - Senior Planner
  - Maintenance Tech I
- Monitored Indeed for candidates, responded to candidates, and printed resumes
- Created, organized and assembled New Employee Welcome Notebooks
- Provided orientation for new Police Officer
- Attended interview for Senior Planner

#### Audit - **10 hours**

- Preparation and analysis of audit paperwork for fiscal year 2018/2019

#### Tyler/Incode project – **6 hours**

- Incode 10 System - continued payroll training (on-going)
- Reviewed and adjusted payroll codes and deductions.

Miscellaneous activities - **13 hours**

Coordinated Annual Employee Food Drive, prepared flyers and emails

Hurricane quarterly reports for Irma and Mathew

Assisted with staff coverage due to meetings, trainings, and vacations

End of Year file maintenance tasks (inventoried records, filing, packing, archiving, etc.)

Prepared monthly reports

/ph