



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: February 10, 2020
Re: Monthly Report

Below is a summary of the Human Resource Department's activities performed during **January 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 all State and Federal Quarterly Reports
- End of quarter and calendar year reports
- Prepared, verified and distributed W-2 forms
- Prepared, verified and distributed 1099 forms.

Personnel – **57 hours**

- Processed evaluations and pay adjustments
- Reviewed and updated employee job descriptions
- Attended staff meetings
- Updated and posted the following employment opportunities:
 - Senior Planner
 - Utility Billing/Accounting Specialist (hired)
 - Cultural Services Manager
- Monitored candidate application activities to include:
 - Reviewed and responded to employment inquiries
 - Corresponded with applicants
 - Emailed employment applications
 - Printed and copied applications and resumes
- Created, organized and assembled Employee Welcome Notebooks
- Orientation for new Permitting Technician
- Orientation for new Maintenance Technician

Audit - **26 hours**

- Worked with auditor on W-2s, 1099 and Federal 941 Reports
- Prepared documents and assisted with audit tasks for fiscal year 2018/2019
- Assisted and prepared paperwork for hurricane IRMA for auditors

Election - 4 hours

Attended Election meeting in DeLand

PERC Election - 2 hours

Provided information to PERC concerning police department employees
Posted notices of election and ballots within the police department.

Tyler/Incode project – 8 hours

Incode 10 System - continued training (on-going)
W2 and 1099 webinar

Miscellaneous activities - 8 hours

Assisted with staff coverage due to meetings, trainings, and vacations
End of Quarter file maintenance tasks (inventoried / archived records, etc.)
Prepared monthly reports

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