



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: August 1, 2020
Re: Monthly Report

Below is a summary of the Human Resource Department's activities performed during **July 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
- Processed End of Month reports

Personnel – **106 hours**

- Processed out retired employee
- Processed evaluations and pay adjustments
- Provided 1 EE Orientations:
 - Office Specialist
- Attended briefings regarding COVID-19
- Updated and posted the following employment opportunities:
 - Office Specialist
 - Maintenance Technician
 - Maintenance Technician/Custodian
- Monitored candidate application activities to include:
 - Reviewed and responded to inquiries
 - Emailed employment applications
 - Printed and copied applications and resumes
 - Created, organized and assembled Employee Welcome Notebooks

Implementation of employee benefits – **15 hours**

- Updated employee deductions in payroll system to reflect benefit changes
- Created an updated spreadsheet to reflect benefit changes

Tyler/Incode 10 - **40 hours**

Training in Personnel Management system

Budget – **10 hours**

Reviewed proposed budget expenditures for FY 2020/2021

Miscellaneous activities - **4 hours**

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

Prepared monthly report

/ph