



## 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:** December 7, 2020  
**Re:** Monthly Report

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Below is a summary of the Human Resource Department's activities performed during the month of **November 2020**:

#### Payroll activities - **63 hours**

- Prepared and processed three 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 End of Month reports
- Processed End of Fiscal Year reports

#### Personnel – **36 hours**

- Processed out one retired employee
- Processed out two terminated employees
- Processed evaluations and pay adjustments
- Reviewed applications for the following employment opportunities:
  - Maintenance Technician
  - Office Specialist (PD)
  - Police Officer
  - Payroll Specialist/Utility Billing
- Monitored candidate application activities to include:
  - Reviewed and responded to inquiries
  - Emailed employment applications
  - Printed and copied resumes and applications

#### Employee benefits – **11 hours**

- Audited and corrected employee deductions in payroll system to reflect changes
- Created audit spreadsheets to reflect benefit changes

#### Audit – **1 hours**

- Assembled documents for FY 2019-2020 audit process - ongoing

Miscellaneous activities - **4 hours**

Assisted with staff coverage due to meetings, trainings, and vacations  
Prepared monthly report

/ph