RESOLUTION 2024-371

RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN, STATE OF NEW JERSEY AMENDING JOB DESCRIPTION, "ASSISTANT TO THE TREASURER/PAYROLL CLERK" TO NEW JOB DESCRIPTION OF PAYROLL / HEALTH BENEFITS / ACA COORDINATOR

BE IT RESOLVED by the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey that the attached job description for Payroll/Health Benefits / ACA Coordinator is hereby amended from Assistant to the Treasurer/Payroll Clerk has been adopted and made part of the existing Barnegat Township Job Descriptions

CERTIFICATION

I, Donna M. Manno, Municipal Clerk of the Township of Barnegat, County of Ocean, State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Barnegat Township Committee at their regular meeting held in the Municipal Complex, 900 W. Bay Avenue Barnegat NJ on the 7th day of November, 2024.

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Donna M. Manno, RMC
Municipal Clerk

JOB DESCRIPTION

TITLE: PAYROLL / HEALTH BENEFITS / ACA COORDINATOR

DEPARTMENT: FINANCE OFFICE

CLASSIFICATION: UNION

STATUS: Full Time (X) or Part Time (X)

UPDATED: NOVEMBER 7, 2024

Payroll/Benefits Tasks and Duties Performed

· Check and respond to emails and phone calls throughout the day:

1. Questions regarding time off/pay and benefits.

2. Notifications on Marriages, births and all things pertaining to benefits coverage.

3. Provide necessary documents for changes to Unum life insurance, tax withholdings and provide guidance on how to update their beneficiary information in MBOS.

4. Verification of Employment Forms.

5. Supervisory questions pertaining to pay, leave time taken, etc.

· Log hours worked each day for crossing guards and dock masters as this is needed to provide to the department of labor when an unemployment or disability claims are submitted.

· Log Hours in a spreadsheet for all part time employees that are non-union and eligible for sick leave hours Pursuant to the Sick Leave Act effective October, 2018. The earned hours are then entered into their sick leave bank in ADP prior to submitting payroll every two weeks.

· Log Compensatory Time earned/taken into individual employee's spreadsheets to tracking purpose. Each employee is provided a copy of the report each time hours are submitted during the payroll process.

· Prepare copy and paste payroll paycheck information to bank reconciliation workbook and notate those that have yet to clear and are outstanding. Also, print that month's reported expenditures from the Payroll Wire Account and Payroll Account to clear in Edmunds to match bank statement. (Check reconciliation is not done for the wire account.) Provide back up to C R to enter the remaining expenditures and tax information into the payroll bank rec spreadsheet for Tom to prove out.

· During the course of the year and during the open enrollment period (October 1-October 21) assist, if not process changes, deletions or additions to the employee's Benefits Coverage for themselves and all dependents.

· Distribute all W-2's sent from ADP after sorting by department. Some are mailed via postal service for terminated employees, others distributed to appropriate department.

· Maintain tracking color coded sheets of individual's leave time usage, bereavement, unpaid leave, etc. to be utilized to review eligibility for Sick Buyback and other various issues.

· Keep on file each individual's slips alphabetically for possible future review.

· Maintain and file all paid vouchers in independent files for the year. At year end, all folders are boxed for auditor review and new folders are created for upcoming year.

· Year End: recreate all payroll vouchers to reflect new year's Edmunds Account numbers and file in various pay numbered folder for future use.

· Pull and modify the dependent report from the SHBP database. · Download spreadsheets from ACAGPS and complete the following for each individual that is eligible for our group benefits package:

3. Full time or part time status must be listed for all months employed over the 12 month period of reporting year.

4. Upon completing all required “Data Base spreadsheets,” upload into the ACAGPS site for filing to the IRS.

5. Send a separate spreadsheet containing all employee and dependent information for State Filing to the representative through a secure email.

6. Upon completion of all tasks pertaining to compliance with ACA reporting, download 1095C forms to be folded, placed in envelopes and either mail or distribute through interoffice mail to all employees. (2023-122 employee forms)

· Pull SHBP billing and modify the spreadsheet I maintain for department allocation breakdown updates with the new month’s premiums to be charged accordingly to the prospective departments.

· Pull ADP Billing and Unum billing to calculate what portions of the bill is to be charge to different departments to be entered on a voucher and processed for payment in the Edmund’s System.

· Maintain a spreadsheet that compares all PFRS and PERS contributions to reported figures to keep track and as an audit to highlight any discrepancies.

· DCRP requires me to pull employee contributions reports, plus maintain a spreadsheet for each pay presenting the 5.5% employee portion, 3% employer portion, .74% group life insurance and .31% long term disability to be paid to Prudential.

· Calculate each upcoming year’s salaries for all employees for review by the CFO. In those calculations I must refer to each union contract to confirm salary increase percentages, years of service longevity increases and with some a Minimum salary increase

· Every other week, receive, review and question any payroll worksheets provided for payroll submission. If there are any discrepancies or inconsistencies, the manager/supervisor is to be questioned to provide validation information and sign off on any change from the original submission.

· Make entries into the ADP Workforce Now Pay grids along with any special entries such as retro pay, adjustments to deductions, increases to and deductions, etc.

· Process new hires:

· Involved with all retirement issues such as paid time off due at time of retirement, processing final salary certification through MBOS, and providing guidance on how to enroll or waive health benefits after retirement. Often times required to provide pre-retirement documentation for Medicare or Health Benefits forms to employees for submission to appropriate agency.

· Process unemployment claims upon receipt of notifications from the state.

· Handle all leaves of absence whether personal or medical, planned or unexpected

· Provide information to employees that have exhausted all paid time off banks on the procedure to apply for Temporary State Disability Benefits.

· Provide guidance on many subjects to the Administrative staff on the best manner in which to handle various staffing and employment matters. Such as promotions, merit increases, etc.

· Report of Death is required for employees and retirees to the pension system.

Supervision

Department Head (Chief Financial Officer)
Township Administrator
Township Committee