



The Palin Foundation, est. 1976  
63 Gould Street  
Toronto, ON M5B 1E9

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We are currently seeking the ideal candidate to fill the position of:

## **HR & Payroll Administrator**

### **ABOUT US:**

The Palin Foundation administers the Toronto Metropolitan Student Centre (TMU-SC) along with Oakham House. TMU-SC is home to student unions, affiliated campus groups, The Eyeopener newspaper, Met Radio and the Good Food Centre. Inside Oakham House you'll find the Office of the Ombudsperson, Oakham Café, The Met Campus Pub and a host of rentable venue spaces.

#### Mission

The Palin Foundation provides stable student employment, affordable and healthy food, a platform for advocacy, flexible space for student needs and a connection to community.

#### "FACES" of the Foundation

We operate with a mandate to provide:

Affordable and healthy **food**, a platform for **advocacy**, connection to a broader **community**, stable student **employment**, and flexible **space** that fits your needs.

#### Vision

A thriving, inclusive and independent student-led space.

#### Values

- Respect for all members of the Foundation's community
- Integrity in service delivery, external partnerships and operations
- Accessibility by reducing barriers so everyone benefits from shared space
- Equity, addressing all forms of oppression
- Innovation in adapting to the needs of new student generations

## **POSITION OVERVIEW:**

The HR & Payroll Administrator is a dynamic role that works closely with the foundation's management team and supports all staff. This role is responsible for organizing and managing high-level information, projects, and activities in the office in support of the foundation. The HR & Payroll Administrator will bring skills and competencies that support the four key areas:

1. Serve as the administrator to the company's HRIS system, benefits plan and pension plan
2. Run biweekly payroll
3. Serve as a resource to all staff for HR related assistance and inquires

*Core to this role is:*

- Serve as the administrator for benefits, payroll, and the pension plan for foundation staff, the Ombudsperson's office and student unions
- Collaborate, create, implement, communicate and enforce the foundation's HR related policies and procedures

## **DUTIES & RESPONSIBILITIES:**

*Administration, Compensation & Benefits*

- Facilitate biweekly payroll
  - Collect and organize all employee special notes for that week's payroll, including; time-off, wage changes, new hires, long shifts, overtime, statutory holidays, resignations, reimbursements, CAAT remittances
  - Process timesheets for payroll via excel, ensuring accuracy of hours, premiums, deductions, and statutory requirements and also using payroll system (Humi)
  - Work with the management team to review timesheets to gather accurate payroll and attendance data
  - Consolidate unionized staff's timesheets and special notes for each payroll in excel
  - Transfer the summarized excel spreadsheet into the payroll system
  - Properly file all documentation of changes to payroll in SharePoint for audit purposes
  - Oversee the payroll email and answer all employee inquiries about their payroll
  - Serve as the liaison between the foundation and the payroll service provider
  - Communicate and record annual T4's to current and former staff. Perform annual reconciliations, prepare T4/T4A slips, and verify that payroll totals match CRA reporting (EHT, WSIB, etc)
  - Ensure compliance with Collective Agreement and ESA requirements (hours of work, overtime, vacation, leaves, etc.)
  - Generate and review payroll reports for auditing and reconciliation purposes.

- Address payment issues, including adjustments and corrections, promptly and efficiently.
- Administration
  - Record and maintain employment records, including but not limited to employment contracts, tax forms, work/study permits, etc. in SharePoint and Humi
  - Implement new formatting and enforce administrative hygiene across all HR related company documents
  - Onboard and support the foundation's staff with the HRIS software, Humi,
  - Assist in software implementation, updates and transfers, when applicable
- Benefits
  - Liaise with the foundation's benefits provider for inquiries based on coverage
  - Enroll new hires in the benefits plan in accordance with their start date/end of probation
  - Terminate employee's benefits at the end of their employment
  - Routinely update employee profiles recording all personal and employment changes (coverage changes, leaves of absence, salary changes, address changes, contact information updates, changes to dependents, etc.)
  - Serve as a resource to answer staff's questions regarding their benefit entitlements and claim support
- Pension
  - Serve as the liaison between the foundation and the pension provider for inquiries based on entitlements and remittances
  - Enroll new hires in the pension plan in accordance with their start date/end of probation
  - Serve as a resource to answer staff's questions regarding their pension
  - Submit monthly remittances to our finance team and the pension provider
- Health, Safety & Compliance
  - Serve as management representative on Joint Health and Safety Committee (JHSC)
  - Support and maintain JHSC documentation and safety records
  - Assist with OSHA compliance and internal safety audits
  - Manage WSIB reporting, claims documentation, and related records
  - Track training, certifications, and mandatory compliance requirements

### *Human Resources*

- Provide guidance and support to all staff on human resources administrative queries including human resources policies and procedures

- Ensure all administration is completed accurately and efficiently completed to meet specified deadlines
- Function as a liaison between Benefits/Payroll/IT and employees, advising employees on eligibility, coverage and other matters
- Serve as a point of contact for staff, responding to employee requests and inquiries in accordance with the Collective Agreement
- Support discipline, investigation and grievance process ensuring proper steps are taken and participate in interviews and recording necessary documentation
- Support hiring managers with the full-cycle recruitment process from the pre-planning stage to hire
  - Ensure that the recruitment process aligns with the collective agreement
  - Assist in the creation of job descriptions
  - Post the job description on our website and relevant portals and announce the posting on 7shifts to the staff
  - Support hiring managers in reviewing resumes
  - Schedule interviews when necessary
  - Conduct reference checks when necessary
  - Circulate and file employment contracts
  - Ensure new hire completes the new hire package and is properly onboarded into the necessary company software accounts, payroll and benefits
- Onboarding new hires including coordinating onboarding plans, equipment, announcements and access
- Conduct exit interviews with all departing employees and offboard them from company access
- Maintain, track, update and accurately keep inventory of all HR call files, grievance, arbitration and collective agreement and negotiation files in a timely manner
- Participate in and support special projects as assigned collaborating with cross-functional teams to drive project success
- Support the development, and maintenance of human resources policies, procedures and manuals to ensure compliance to all relevant HR legislation
- Participate in union bargaining

## **JOB QUALIFICATIONS**

- Completion of a post-secondary degree in a human resources or a similar program
- Holding or working towards recognized human resources designation (CHRP/CHRL, etc.)
- A minimum of 2 years of experience working in human resources
- **Bonus Points:**
  - Experience with employment standards and practices in a unionized environment
  - Experience working at a non-for-profit or charity
  - Experience working with a predominately young workforce (ages 18-24)

### *Required skills & demonstrated knowledge*

- In-depth knowledge of HR practices, employment legislation and payroll processing
- Knowledge of timesheet management and payroll systems
- Excellent verbal and written communication and consultative skills
- Strong organizational and planning abilities, with the capacity to manage multiple priorities
- Demonstrated ability to work collaboratively in a team environment
- Strong knowledge of Microsoft Office Suite (Word, PowerPoint, Excel) and Mac Platforms
- Comfort with handling confidential materials
- Willingness to approach your work with compassion and empathy

### *Physical Effort & Working Conditions*

- This position requires routine physical activity. The incumbent is frequently using a computer/technology while composing and preparing reports, documents and letters for extended periods of time. Physical movement may also be required for extended periods of time while participating in special events
- The majority of the incumbent's time is spent in an office environment. The incumbent is required to meet multiple and conflicting deadlines on a regular ongoing basis

### **COMPENSATION & CULTURE:**

**Position Title:** HR & Payroll Administrator

**Department:** Executive Director's Office

**Base Salary:** \$60,000, annually

**Benefits:** Extended health and dental benefits, and access to defined benefit pension plan (CAAT); after successful completion of probation period; 2 weeks paid vacation + paid winter shutdown per year; monthly cellphone reimbursement; 18 wellness days (medical, personal, sick)

**Contract Type:** Full-time, Permanent

**Tentative start date:** March 2026

**Supervisory:** This position reports directly to the Executive Director

**Location:** Onsite, with flexibility for remote work

**Don't meet every single requirement?** We strongly encourage you to still apply! At The Palin Foundation, we are committed to creating a diverse and inclusive environment. We encourage your application even if you don't believe you meet every single qualification outlined – part of our organizational ethos is the development and building of capacity within our team.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:**

The Palin Foundation is committed to employment equity and the creation of a staff group that reflects the community that we serve. As such, we do not discriminate in hiring or terms and conditions of employment because of an individual's race, ancestry, colour, place of origin,

religion, gender, gender identity, national origin, citizenship, age, disability, sexual orientation, family status or marital status, or any other protected category recognized by provincial or federal laws. We strongly believe that alleviating the under-representation of equity-seeking individuals will create a stronger team and allow us to better serve the needs of our diverse community.

Should you require any accommodation, please inform us and we will work with you to meet your accessibility needs. For any accessibility-related assistance, requests for information in accessible alternative formats or to report any accessibility problems, please share in your application.

**SUBMITTING YOUR APPLICATION:**

Please submit your application by email to [jobs@tmusc.ca](mailto:jobs@tmusc.ca) with the subject line "HR & Payroll Administrator Application". In your application, please include a resume and cover letter that demonstrates your fit for the position. Applications are accepted and reviewed on an ongoing basis until the position is filled. The Palin Foundation thanks all those who apply; however, only candidates considered for an interview will be contacted.

Learn more about the Palin Foundation by visiting

<https://www.tmustudentcentre.ca/about/about-tmu-student-centre>