From New Hire to Separation and All the Life Cycles In Between

Task Delegation As Of 9-24-21

Category	Task	Responsible Department
Accounts Payable	Issuing Equipment Loan Payment	A-C
Accounts Payable	Processing Voids & Reissues of Paychecks	A-C
Accounts Receivable	Reconciling Equipment Loans Receivable	A-C
Payroll	Process Main Payroll Bi-Weekly	A-C
Payroll	Process Supplemental Payroll Bi-Weekly	A-C
Records Retention	Per Board-adopted A-C Records Retention Policy	A-C
Regulatory Reporting	Reconcile, Complete, & File Form 941 with IRS	A-C
Regulatory Reporting	Reconcile, Complete, & File Form DE9 with EDD	A-C
Regulatory Reporting	Submit Government Compensation Report to SCO	A-C
Benefits	Processing Catastrophic Leave Donations	A-C
Pay-related Assignments	Processing Leave Corrections During Active Payroll Process	A-C/HR
Software	Executime System Maintenance	A-C/IT
Software	Finance Enterprise System Maintenance	A-C/IT
Employee Facing	Addressing Retirement Planning Inquiries	HR/CalPERS
Benefits	Processing Wellness Reimbursements	HR/KOA Hills
Benefits	Responding to Leave-related Inquiries	HR/KOA Hills
Benefits	Responding to Longevity-related Inquiries	HR/KOA Hills
Employee Facing	Responding to Pay-related Assignment Inquiries	HR/KOA Hills
Employee Facing	Addressing Step Increase Inquiries	HR/KOA Hills
Employee Profile	Processing Employee Info Change Forms	HR/KOA Hills
Employee Profile	Process New Hire PPAFs	HR/KOA Hills
Employee Profile	Process Promotion PPAFs	HR/KOA Hills
Employee Profile	Process Demotion PPAFs	HR/KOA Hills
Employee Profile	Process Transfer PPAFs	HR/KOA Hills
Pay-related Assignments	Processing W-4 Withholdings Update Requests	HR/KOA Hills
Pay-related Assignments	Processing Equipment Loan Payment Plans	HR/KOA Hills
Pay-related Assignments	Processing Mass Mutual Deduction Updates	HR/KOA Hills
Pay-related Assignments	Processing Step Increases	HR/KOA Hills
Pay-related Assignments	Processing HealthSport/CalCourts Deduction Updates	HR/KOA Hills
Pay-related Assignments	Processing Garnishment Orders	HR/KOA Hills
Regulatory Reporting	Submit Compensation Data to CalPERS	HR/KOA Hills
Benefits	Processing SDI Integration	HR/KOA Hills (A-C Support)
Benefits	Processing Workers Comp Integration	HR/KOA Hills (A-C Support)
Pay-related Assignments	Processing Direct Deposit Update Requests	HR/KOA Hills (A-C Support)
Pay-related Assignments	Processing Union Dues Deduction Updates	HR/KOA Hills (A-C Support)
Pay-related Assignments	Processing Leave Conversion Requests	HR/KOA Hills (A-C Support)
Employee Profile	Responding to Employment Verification Requests	TBD