

PAYROLL ADMINISTRATORS

NOC 13102

Process payroll information, determine pay and benefit entitlements for employees and maintain accurate payroll records.



3-YEAR OUTLOOK



Good

3-YEAR JOB OPENINGS

76

MEDIAN HOURLY WAGE

$31.00

$22.50 LOW

$38.46 HIGH

TYPICALLY REQUIRED



College or apprenticeship

EMPLOYED

1,076

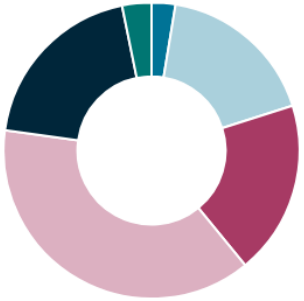
AVERAGE SALARY

$55,100



EMPLOYMENT BY INDUSTRY

32.1%	Public administration
11.6%	Professional, scientific and technical services
8.9%	Health care and social assistance
47.4%	All Other Industries



EMPLOYMENT BY AGE

2.6%	15-24
17.5%	25-34
19.0%	35-44
38.1%	45-54
19.6%	55-64
3.2%	65+

ALSO KNOWN AS

- Benefits Officer - Payroll Administration
- Pay Advisor
- Pay And Benefits Administrator
- Pay And Benefits Clerk
- Pay Clerk
- Payroll Clerk

MAIN DUTIES:

This group performs some or all of the following duties:

- Maintain and update employee information, such as records of employee attendance, leave and overtime to calculate pay and benefit entitlements, in Canadian and other currencies, using manual or computerized systems
- Prepare and verify statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, union dues, garnishments and insurance and pension plans.

