



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 \$38.46
LOW HIGH

TYPICALLY REQUIRED



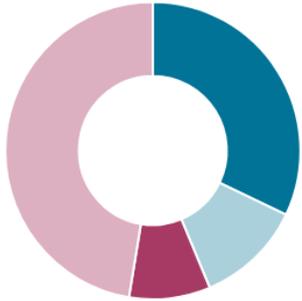
College or apprenticeship

EMPLOYED

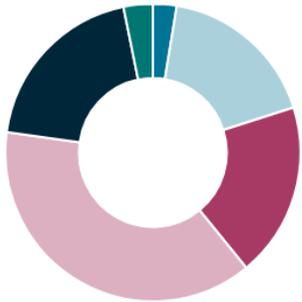
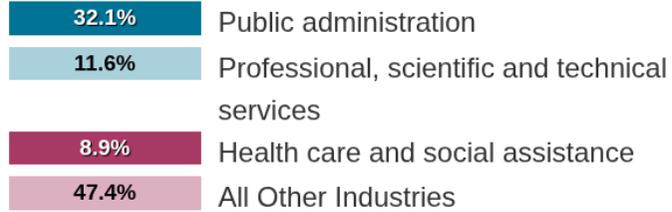
1,076

AVERAGE SALARY

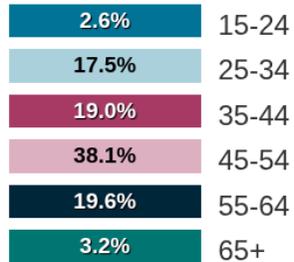
\$55,100



EMPLOYMENT BY INDUSTRY



EMPLOYMENT BY AGE



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.

