

Scope of services (Training Consultant – part-time, temporary)

- **Objective:** Provide structured, part-time, temporary training and knowledge transfer to the newly hired Payroll Technician so the employee can independently perform all payroll and related compliance duties.
- **Activities (training only; no operational execution):**
 - Design and deliver a training plan covering the end-to-end biweekly payroll cycle: time import, FLSA overtime/regular time review, error correction, approvals, check/direct-deposit production, ACH upload (demo only), report saving, closeout, and claims docket posting (demo/walkthroughs only)
 - Coach on leave administration workflows (vacation/sick entry, balance checks, employee inquiries) and internal control checkpoints
 - Instruct on deduction billing & reconciliations (insurance deductions, retiree collections, receipts, Clerk's Office hand-off), PERS ESS uploads, garnishment/child support processing standards, and monthly reconciliation routines (demonstrations and job aids)
 - Review state/federal payroll tax compliance tasks (941, W-2/W-3, MS wage reports; deposit timing), emphasizing calendars, checklists, and audit documentation standards
 - Provide guidance on HR support tasks tied to payroll (new-hire payroll paperwork, monthly labor reports, unemployment reports, audit prep, record retention) and timekeeping tools usage
 - Develop and deliver job aids: step-by-step SOPs, checklists, and quick-reference guides; conduct brief proficiency checks and a final transition memo summarizing open items and recommended controls.
- **Deliverables:** Training schedule, SOP/job-aid packet, checklists, proficiency sign-off, transition memo.
- **Exclusions / authority limits:** Ms. Windham will not approve or run live payrolls; sign checks; submit ACH files; make tax deposits; authorize deductions; approve leave; or exercise supervisory/disciplinary authority. She provides instruction and demonstrations only; all approvals and live submissions remain with City staff.
- **Independence & logistics:** Works on a project basis with limited, read-only/training system access as needed; sets methods and sequencing of sessions in consultation with HR; invoices the City for services; no City benefits; no ongoing operational role after training concludes.