

Payroll Clerks

Payroll Clerks are professionals responsible for processing employee salaries, wages, and benefits within an organization. They ensure accurate and timely payment, maintain payroll records, and comply with tax laws and employment regulations.

Duties and Powers

- Calculate employee wages, salaries, overtime, bonuses, and deductions.
- Process payroll accurately and ensure timely payment to employees.
- Maintain and update payroll records, including attendance, leave, and benefits.
- Prepare payroll reports and summaries for management and accounting purposes.
- Ensure compliance with tax laws, labor regulations, and organizational policies.
- Coordinate with HR, accounting, and finance departments regarding employee compensation.
- Handle employee inquiries related to pay, deductions, and benefits.
- Prepare and submit statutory reports, tax filings, and contributions to social security or pension schemes.
- Reconcile payroll discrepancies and resolve issues promptly.
- Assist in the implementation and maintenance of payroll systems and software.