

## HR ASSISTANT/PAYROLL

### Highlights

Paychex, Mastertax, ABRA, Time Star, InfoTronics, Store Master, Dominion, QuickBooks Ceridian, PeopleSoft, SAP, Microsoft Word, Excel and PowerPoint, Crystal Reports

### Experience

HR Assistant/Payroll Company Name i/4 City , State

- Human Resources professional offering over 15 years of combined HR and payroll experience in both manufacturing and academic settings  
Accurate and timely preparation of employee payroll, payroll tax information, and employee benefits administration Highly effective employer representation in unemployment claims and hearings.

01/2014 to 01/2014

Payroll & Benefits Coordinator Company Name i/4 City , State

- Process weekly payroll for 100 hourly and salaried Associates Garnishment, Levy and Child Support processing Compile weekly labor hours Enter new hire information into HRIS/Payroll system Assist with Annual Benefits Open Enrollment Process employee status changes in payroll, personnel, and benefit records Respond to Unemployment claims Establish written policies and procedures Assist in employee conflict resolution Worker's Compensation accident reporting Maintain Company-wide OSHA 300 and OSHA 300A.

01/2013 to 01/2013

Assistant Office Manager Company Name i/4 City , State

- Calculate daily timesheets Enter new hire information into HRIS/Payroll system Process employee status changes Respond to Unemployment claims Maintain OSHA 300 and OSHA 300A Worker's Compensation accident reporting, loss time tracking Process monthly billing Process customer payments Generate purchase orders Maintain HRIS/Payroll system Process invoices for payment.

01/2012 to 01/2013

HR Assistant/Payroll Company Name i/4 City , State

- Process weekly payroll for 100 hourly and salaried Associates Garnishment, Levy and Child Support processing Compile weekly labor hours Enter new hire information into HRIS/Payroll system Assist with Annual Benefits Open Enrollment Process employee status changes in payroll, personnel, and benefit records Respond to Unemployment claims Establish written policies and procedures Assist in employee conflict resolution Reviewed applications and identified potential candidates for position openings Worker's Compensation accident reporting Maintain Company-wide MSDS documents, OSHA 300 and OSHA 300A Coordinate quarterly meetings.

01/2009 to 01/2012

Safety & Benefits Coordinator Company Name i/4 City , State

- promoted to this position in 2009) Determine monthly benefit eligibility Maintain benefit HRIS system Determine quarterly 401k eligibility Monthly audit of medical, dental and voluntary insurance products Process 401k Benefit Event Notices Record Associate and customer accidents Maintain OSHA 300 log and annual OSHA 300A for multiple locations Maintain Company-wide MSDS documents Worker's Compensation and General Liability accident reporting and investigation Conducted annual safety training Coordinate monthly random drug screens Respond to Unemployment claims, and effectively represent WESCO in Unemployment hearings Assist with Annual Benefits Open Enrollment Coordinate annual Recognition Luncheon Assist in employee conflict resolution Establish written policies and procedures.

01/2004 to 01/2009

Payroll / Human Resources Assistant Company Name i/4 City , State

- Process weekly and biweekly payroll for over 300 hourly and salaried Associates Garnishment, Levy and Child Support processing Compile weekly labor hours Enter new hire information into HRIS/Payroll system Process employee status changes in payroll, personnel, and benefit records Compilation and distribution of performance reviewsto multiple locations Transfer weekly payroll direct deposit file Process weekly 401k payments with outside vendor Timely and accurate reporting of new hires to the State of MI Respond to Unemployment claims, and effectively represent WESCO in Unemployment hearings.

01/2002 to 01/2004

Human Resources / Payroll Assistant Company Name i/4 City , State

- Primary contact between Human Resources and Corporate Payroll Prepare and distribute disciplinary actions for unionized manufacturing plant Maintain daily attendance records Reviewed applications and identified potential candidates for position openings Assist with generating Union layoffs and recalls Maintain accurate confidential employee files Coordinate Annual Service Award Program

01/2001 to 01/2002

Payroll Tax Analyst Company Name i/4 City , State

- Computed over 200 quarterly unemployment tax returns for every state in the Continental U.S.
- Compiled withholding information for weekly tax deposits made via EFT Examined tax information to file monthly and quarterly withholding returns for states and localities Compiled divisional information to complete quarterly and annual Federal filings Analyzed information for annual reporting to Federal, State and local government.

01/1999 to 01/2001

Payroll Clerk / Human Resources Assistant Company Name i¼ City , State

- Compiled information to calculate bi-weekly payroll for over 200 employees Prepared information for quarterly Federal tax returns, sales and use tax, State and local reporting Coordinated open enrollment for health care benefits Ensured correct paperwork was timely filed for Workers Compensation claims Researched employee records to analyze unemployment eligibility Calculated field trip information for billing back to classrooms Confirmed retirement information for monthly reporting to the State of Michigan Maintained direct deposit system.

01/1996 to 01/1999

Payroll Clerk / Human Resources Assistant Company Name i¼ City , State

- Calculated weekly payroll for over 350 employees Determined eligibility for health care benefits company-wide, including accurate maintenance of information Liaison between 400 employees and health care insurance company Maintained necessary materials required to conduct new hire orientations Reviewed applications and identified potential candidates for position openings Researched employee information to complete unemployment determination Filed New Hire reports to meet State compliance Reviewed weekly uniform billing for 200 employees, including verification of correct billing and submitted credits Developed spreadsheets to track employee reviews, insurance, and holiday pay Enabled accurate payroll information to be extracted from spreadsheets.

#### Education

B.B.A : Human Resources Human Resources

MIOSHA Level One Certification Baker College General Industry Certification Macomb Community College i¼ City , State

#### Skills

ABRA, academic, Benefits, benefits administration, billing, bi, Ceridian, conflict resolution, Crystal Reports, HRIS, Human Resources, HR, insurance, Process invoices, local government, materials, meetings, Excel, PowerPoint, Microsoft Word, Payroll, PeopleSoft, performance reviews, personnel, policies, QuickBooks, reporting, safety, sales, SAP, spreadsheets, tax, tax returns, written