



JOEL C. RAMOS JR, LPT, CPP

US Payroll Specialist

CONTACT INFORMATION

@ : joelramos0515@yahoo.com

📞 : (+63) 9190947415

📍 : Valenzuela City, NCR

OBJECTIVES



Seeking a position of Payroll Specialist in a fast-paced and challenging environment, where I can apply my experience and skills. I aim to deepen my expertise in the payroll area, alongside contributing meaningfully while having fun and growing together with the people and the company.

EDUCATIONAL HISTORY



PAMANTANSAN NG LUNGSOD NG VALENZUELA / 2011 – 2016
Bachelor of Secondary Education
Major in Mathematics



BOARD PASSER
LICENSED PROFESSIONAL TEACHER

PROFESSIONAL PROFILE

- Possesses a comprehensive knowledge about US/APAC Payroll
- Process and capture information to system according to established methods and procedures.
- Process Improvement Initiator through automation
- Conduct in-depth analysis on all customer' requests and make effective decisions whenever necessary.

SKILLS

- US Payroll Processing
- Good knowledge and experience of the following payroll systems:
 - o ADP Payforce
 - o ADP Smart Compliance
 - o ADP Workforce Now
 - o Payroll Central
 - o People Soft
 - o MyTime/Kronos
 - o Sprout
 - o Paylocity
 - o CBIZ
 - o Microsoft Dynamics GP
 - o Paradox
 - o UKG (Workforce Ready, Ultipro)
- Microsoft Excel : Vlookup, Xlookup & Pivot Table, Formulas, VBA & Marcos
- Reporting and Analytical skills
- Good Communication Skills
- Trustworthy with Attention to Confidentiality
- Process Improvement Initiator
- Creating Automation through VBA and Macros
- Great Attention to Details

TRAININGS ATTENDED

- Certified Payroll Professional
- Six Sigma Foundations Training
- Kaizen Training
- US Legislation Training

PAYROLL MARKET HANDLED

- US
- APAC
 - o Philippines /Australia / Hongkong / Singapore / Indonesia

WORK EXPERIENCE

Novatech(staffvirtual) -

Payroll Specialist

January 2023 – Present

- Processed payroll (Validation/Payroll Run)
- Extracting timesheet data and analyzing it before uploading into the system
- Create manual invoices if/as required.
- Point of contact for payroll related inquiries via phone or email
- Creating and customizing necessary reports via UKG reporting
- Employment Verification
- Tracking of bonuses such as commission, referral etc.
- Creating off-cycle requests.
- Monitor live checks that need to be send to the employee's home address.
- Monitoring of 401k percentage/loans/employer match

PROCESS IMPROVEMENT INITIATIVE

1. Microsoft Form for Reimbursement Tracker
2. Payroll Auto Validation

IQBackOffice - Accounting Department - Handling 3 clients

Payroll Specialist / Administrator

November 2021 – January 2022

PAYROLL CLIENTS:

- Compilation and processing of transactional Payroll and Time data
- Payroll Validation
- Process payroll requirements in payroll system (bi weekly, weekly, monthly & quarterly)
- Preparation and processing of Final Settlement/Terminal Pay
- Ensure accuracy of other payment & deductions calculated by the system
- Produce timely responses to client's payroll inquiries via email.

HR CLIENT

- **Reporting & Analytics.**
- **New Hire Onboarding:**
 - o Entering new hires and rehires, adding guaranteed rate start/end times as reflected on the offer letter, uploading the offer letter to ADP
 - o Monitoring the #onboarding support channel to support field
- **19 monitoring:** Monitoring of I9 that are in pending status which needs to follow up with leaders via slack/email
- **Bonuses:** Creating a report of bonuses such like Sign on Bonus, Referral, Commission, and others.
- **PTO & Sick Accruals Corrections:** Resolving PTO related inquiries that needs to be calculated and update on employee's profile.
- **Promotions/Demotions/Transfer/New hire/Terminated:** Generating of promotion, demotion, transfer, new hire and terminated report that needs to be updated in the system.

***PROCESS IMPROVEMENT INITIATIVE**

- **PTO CALCULATOR**
 - o This project aims to eliminate the manual calculation and to lessen the time frame of PTO related inquiries.
 - o This was made via Excel wherein you need to input employee's data and it will automatically calculate the correct PTO accrual of employee.
 - **BONUS REPORTING**
 - o This project aims to create a report with 100% accuracy and targeting to pay the employee's bonus within the required date of payment.
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Outsourced PH - Accounting Department

Payroll Specialist/Administrator

Outsourced PH - Accounting Department

August 2021 – November 2021

- Processed end to end payroll
 - Manually enter timesheet information into payroll system
 - Create weekly, biweekly and give report direct deposit information to payroll manager
 - Create invoices for all payroll billings.
 - Uploading bank file
 - Payroll Reconciliation
 - Create manual invoices if/as required
 - Document Management
 - Maintain employee payroll records from start date up to termination
 - Process end to end payroll
 - Resolved payroll related inquiries such like – payrate increase, missing hours, underpayment etc.
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Amazon Operation Services Philippines

FinOps - Payroll Analyst

August 2020 – August 2021

- Process employees' Quick Pay/ Final Pay via off cycle processing through ADP
- Investigate and assist employees with their Direct Deposit concerns.
- Ensuring employees' bank account details are correctly set up in the system.
- Reissue employees' paycheck that had received direct deposit rejection from the bank.
- Daily preparation of status reports of the Quick Pay and Direct Deposit tickets assigned.
- Personalizing employee's paycheck cards/ wisely cards in ADP Smart Compliance and setting up the card as their future payments.
- Consolidating For Posting reports to ensure that pending
- Analyzing and assigning payroll related inquiries to specific such like benefits, garnishment, overpayments etc if necessary.

***PROCESS IMPROVEMENT INITIATIVE**

- **EFFORT REDUCTION IN CHECK POSTING IN THE SYSTEM - Amazon Operation Services Phil.**
 - o This JDI (JUST DO IT) aims to lessen the time in posting the checks in system. With the help of it, it lessened the time of posting from 90-120 mins into 30-40 mins.
 - o It was made via excel wherein there will be an automation for some data.
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National Economic and Development Authority – HRMD Department

HR Payroll Associate/Admin Assistant

January 2020 – March 2020

- In-charge of all biometrics timekeeping of company
 - Ensures that all employees are enrolled in the biometric timekeeping system.
 - Updates the status of all separated employees in the payroll system.
 - Prepares and ensures accuracy of attendance of all employees
 - Prepares cut off & monthly reports of attendance and submit to employees for them to check and verify missing logs or attendance
 - Monitors vacation and sick leave credits of all employees
 - Inputting of submitted various forms on the system such as VL, SL, Offsetting, Official Business Pass
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Miramed Philippines – Billing and Auditing Department.

Account Receivable Specialist – Subject Matter Expert (SME)

June 4, 2018 – January 3, 2020

- An Account Receivable Specialist is responsible to ensure resolution on all claims assigned. Claims must be thoroughly reviewed to determine next steps towards collecting all allowable payments. This includes, but is not limited to, ensuring that there is no missing or incomplete information, understanding and applying payer guidelines and regulations, contacting the appropriate payers as needed, and meticulously tracking billing and appeals to ensure no claims fall outside of filing deadlines
- Follow-up on all returned claims, correspondence, denials and rebills within the specified timeline to achieve maximum reimbursement in a timely manner
- Follow-up on insurance claims, denials, exceptions or exclusion to ensure timely processing
- Make necessary arrangements for medical records requests, completion of additional information requests, etc. as requested by insurance companies.
- Provide excellent customer service, determines needs to make a phone call to resolve the claim and handles the account appropriately. ➤ Other tasks/functions that may be assigned by the company as per business requirements; these may be change from time to time to reflect the changing requirement of your position and our business.

Miramed Philippines – Billing and Auditing Department

Data Entry Clerk

January 2017 – June 2018

Summary of Actual Duties

- Performs Pre-coding information auditing for charges from clients such as checking of accurateness of data entry from clients billing system versus verified data from coding

departments, communicates found errors to US Headquarters and to coding department to where charges were duly processed for corrections, and proper escalation of issues encountered and reporting of production output.

CHARACTER REFERENCE

- AVAILABLE UPON REQUEST



Joel C. Ramos Jr.