

HR LEAVE COORDINATOR

Summary

12 years of human resources experience in advising employees and supervisors regarding leave, policies and procedures and FLSA compliance
*26 combined years of administrative experience working in various settings *Professional, detail-oriented, excellent time-management skills, team-player, open and honest communicator, effective at maintaining confidentiality and multi-tasker.

Experience

Paycom Software, Inc. Boston , MA HR Leave Coordinator 11/2008 to Current

- Main responsibility of this position is to serve the entire University's Classified and Faculty Staff in the processing of all leave to encompass the Virginia Sickness and Disability Program, Family Medical Leave, Workers Compensation and various other leave matters.
- General Human Resources Functions: Advise faculty/staff regarding leave policies and procedures, FMLA policies and procedures and disability options.
- Interpret and apply policies, procedures and guidelines.
- Develop and present trainings for employees and supervisors as well as handle all leave inquiries and issues.
- Process and maintain Workers Compensation claims, short term disability claims and FMLA requests.
- Coordinate return to work.
- Maintain OSHA logs and reporting to include OSHA 301 and OSHA 300A reports.
- Process employees leave corrections and Leave Share requests.
- Process leave payouts.
- Process reports in Banner (HRIS) to ensure leave policies and procedures are being adhered to and applied in regards to FLSA regulations.
- Perform leave audits.
- Provide programmatic support to employees and supervisors for the on-line leave reporting system.
- Assist with other HR duties as needed to include open enrollment with health insurance, job fairs, exit interviews, new hire orientation, etc.
- Maintain confidential and sensitive information.
- Key accomplishments: Worked on implementation team for Banner system implementation January 2010.
- Developed and conducted trainings to train all Classified and A/P Faculty on new leave system.
- Developed and presented at the Mid-Atlantic Banner User Group (MABUG) hosted by Radford University in October 2011.
- In the past year I have worked closely with the Generalists cross-training in: New hire orientation, Benefits, exit interviews, job classifications and postings, retirements & job fairs.

Hca Charleston , SC Personnel Transaction Specialist/Human Resource Assistant 06/2004 to 11/2008

- Main responsibility of this position is to serve the entire University processing Short Term Disability claims and FMLA claims.
- General Human Resources Functions: I held two positions.
- The first one was Personnel Transaction Specialist; I entered new hires, transfers, promotions into Banner and PMIS as well as perform other various job duties.
- I was then promoted to my second position which was a Human Resource Assistant.
- In this position I processed Short Term Disability claims, FMLA, leave share and docks as well as other various job duties.
- Key accomplishments: I was acting supervisor for three months while the Leave Program Supervisor was out on leave.

50 Floor Fort Myers , FL Communications Operator 08/2002 to 06/2004

- General Functions: Refer patients to appropriate areas for treatment, assist patients with questions and concerns, answer incoming calls on a seven-line phone system, page doctors, update call schedules, file, overhead all codes and maintain patient confidentiality.

Sears City , STATE Sales Representative 01/2001 to 03/2002

- General Functions: Sales, customer service, maintain safe and clean work area and other duties as needed.

Virginia State Police Association City , STATE Merchandise Coordinator/Membership Coordinator 11/1998 to 01/2001

- General Functions: My first position was the Merchandise Coordinator; I helped manage the VSDP store by being a cashier and ordering items for the store.
- I was promoted at the VSDP to Membership Coordinator only after being there for 3 months.
- In this position I handled membership dues, severance grants, insurance reports, donations and other various duties.
- Key Accomplishment: Promoted to Membership Coordinator for a membership of over 2,000 members.

Carilion Home Health Care City , STATE Clerk/ Performance Improvement Clerk 02/1990 to 10/1998

- I performed job duties such as filing, answering the phone, typing doctor's orders, auditing timesheets and patient's charts.
- I was promoted with Carilion Home Health to a Performance Improvement Clerk with new jobs duties.
- In this position I was in charge of scheduling for nurses and home health aides.
- I scheduled new hire orientation, organized cross-training for staff members, maintained continuing education hours for staff, performed follow up calls with patients to ensure that the service provided to them met their needs and performed other various job duties as needed.

Education

Bachelor of Science : Organizational Management and Leadership Bluefield College , City , State Organizational Management and Leadership
Associate of Applied Science : Business Management New River Community College , State Business Management

Certifications

Proficient in all Microsoft applications and HRIS systems (Banner, PeopleAdmin, Personnel Management Information (PMIS) systems and Benefits Eligibility System (BES))

Professional Affiliations

Society for Human Resources Management (SHRM) Colleges and Universities Professional Association for Human Resources (CUPA-HR)
Skills

A/P, auditing, Benefits, cashier, charts, customer service, filing, grants, home health aides, Home Health, HRIS, Human Resource, Human Resources, HR, insurance, all Microsoft, page, assist patients, Personnel, Personnel Management, phone system, policies, reporting, Sales, scheduling, Supervisor, phone, typing