

HR-PAYROLL COORDINATOR

Summary

HR Coordinator motivated to create collaborative team environment by using vast background in the organization of employee training and team building events.

Experience

Bd (Becton, Dickinson And Company) Pittsburgh , PA HR-Payroll Coordinator 04/2014 to 03/2016

- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Process paperwork for new employees and enter employee information into the payroll system.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Keep track of leave time, such as vacation, personal, and sick leave, for employees.
- Issue and record adjustments to pay related to previous errors or retroactive increases.
- Compute wages and deductions, and enter data into computers.
- Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate departments.
- Conduct verifications of employment.
- Complete, verify, and process forms and documentation for administration of benefits such as pension plans, and unemployment and medical insurance.
- Managed over 500 personnel files according to policy and federal and state law and regulations.

Abb Ltd Columbus , OH Benefits Specialist 06/2012 to 04/2014

- Worked on 401(k) administration, FMLA and workers' compensation claims and benefits.
- Research employee benefit and health and safety practices and recommend changes or modifications to existing policies.
- Assist in preparing and maintaining personnel records and handbooks.
- Ensure company compliance with federal and state laws, including reporting requirements.
- Managed communication regarding employee orientation and open enrollment for benefits.
- Assisted customer service with inbound and outbound calls regarding all HR inquiries.
- Designed new employee packages and sent them via mail and e-mail.

Catholic Health Initiative Enumclaw , WA HR-Payroll Assistant 01/2008 to 06/2012

- Explained human resources policies and procedures to all employees.
- Process paperwork for new employees and enter employee information into the payroll system.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Keep track of leave time, such as vacation, personal, and sick leave, for employees.
- Conduct verifications of employment.
- Assessed employee performance and issued disciplinary notices.
- Worked on 401(k) administration, FMLA and workers' compensation claims and benefits.
- Managed over 250 personnel files according to policy and federal and state law and regulations.
- Generated employee tracking reports each month.

Texas Worker's Compensation City , STATE Claims Clerk III 01/1993 to 12/2007

- Conducted claim and estimate re-inspections.
- Obtained relevant evidence and information regarding suspicious claims.
- Interviewed claimants, medical specialists and employers to determine pertinent claim information.
- Identified and collected evidence and determined its value to a specific claim.
- Obtained all necessary information to complete proper evaluation of injury claims.

Education

Lufkin High School , City , State

Skills

• Benefits, charts, documentation, forms, insurance, payroll, personnel policies, reporting, Research, safety, FMLA, Workers Comp, EEOC, HRP, APEX, FAX, Copier