



5 Courses

The Payroll Professional

The Payroll Cycle

Getting Started with U.S.
Payroll Fundamentals

Advancing Proficiency in U.S.
Payroll Fundamentals

Exploring the Field of U.S.
Payroll



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ADP Learning Academy

Al Rey Villagracia

has successfully completed the online, non-credit Professional Certificate

ADP Entry-Level Payroll Specialist

This certificate declares that you have been provided with the essential knowledge necessary to understand how Payroll Professionals carry out their responsibilities accurately, efficiently, and in compliance with applicable laws and regulations. Over the course of this certificate, you have learned to: Identify the value the payroll function provides organizations as a strategic business partner. Build a foundation of basic payroll terms, regulations, and concepts needed to execute and administer the payroll function. Perform the steps needed to process payroll including calculating earnings, deductions, and taxes. Develop essential competencies like customer service, data gathering and analysis, problem-solving. Create a toolkit of resources and templates.

The online specialization named in this certificate may draw on material from courses taught on-campus, but the included courses are not equivalent to on-campus courses. Participation in this online specialization does not constitute enrollment at this university. This certificate does not confer a University grade, course credit or degree, and it does not verify the identity of the learner.

Verify this certificate at:

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