# Robert Smith

## Hris Administrator

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## SUMMARY

Professional Payroll Administrator experienced in multitasking and client services with exceptional problem-solving skills. A loyal and detailed oriented self starter with great leadership qualities.

## SKILLS

SAP, Microsoft Office, BI & Crystal Reporting.

## WORK EXPERIENCE

### Hris Administrator

ABC Corporation - January 2012 – February 2013

- Receives and processes time & attendance requests (e.g.time sheets, work schedule changes).
- Performs related SAP updates (incl.absences, attendances, related allowances).
- Performs pre-payroll reconciliation (data validation, missing data, data integrity, payroll validation) as required.
- Performs payroll related administration (e.g.garnishments, tax adjustments, bank rejects, loans, pay simulations, time evaluations) as required, Manual claim processing, Recurring payments or deductions, Changes to 401k records, Railroad levy, Workers compensation.
- Provides administrative HR support for all businesses/processes that are not supported from HR Services and managing the entire coordination with HR Services KL maintain up-to-date, accurate, and timely employee and HR master data on behalf of the business (end-to-end SAP processing) providing error free, intelligent, and forward looking HR reports that enable fact-based decision making and meet business requirements maintain all HR related documentation and records.
- Supports and Maintains all Outsourced payrolls, maintain all employee stock tax records, Complete year-end adjustments to prepare for W-2 processing.
- Ensures labor law compliance posters are regularly updated.

### Hris Administrator

Delta Corporation - 2007 – 2012

- Analyzed maintained and improved human resources information system and other human resources computer applications and systems.
- Trained employees on system usage within UltiPro.
- Lead projects which impacted data maintenance on the HRIS including mass updates.
- Assisted Human Resources Director on plans and development of analyses, reports and presentations for labor cost and board of directors on a monthly basis.
- Entered new recruit data into the system and made sure that the information was accessible and reliable for other human resources professionals.
- Responsible that all data was secure, accurate and updated for payroll processing.
- As part of the Human Resources department I was also involved in onboarding, administering the employees health, welfare and retirement plans for company wide benefits program.

## EDUCATION

Bachelor's in Human Resources - 2015(ASU Online)

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