

ROBERT SMITH

Payroll Administrative Assistant

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As a Payroll Administrative Assistant, responsible for Generating the weekly payrolls, Printing and reviews payroll transaction report to ensure the accuracy of data. Experience in identifying and correcting errors, Re-running the payroll transaction report for payroll documentation purposes.

2008 - 2008

PAYROLL ADMINISTRATIVE ASSISTANT - ABC CORPORATION

- Entered daily corrections into ADP such as schedule changes, scheduled days off, and early outs.
- Communicated with supervisors daily to verify associate changes.
- Entered badge numbers into AS400.
- Assisted Timekeeping Specialist in all functions of payroll.
- Maintained payroll department files and processed tax information.
- Created departmental documentation using Word and Excel.
- Met critical deadlines with payroll issues.

2002 - 2005

PAYROLL ADMINISTRATIVE ASSISTANT - DELTA CORPORATION

- Perform general customer service functions regarding payroll for 400+ employees throughout 7 states (our Western region).
- Manage timecard edits and requests for all employees, make sure all pay, coding, and hours are correct for the pay period end, manage sign off at the .
- Handled multifaceted clerical tasks (e.g., data entry, filing, records management Verifies entered data ensuring accuracy, make corrections when .
- Identifies and reconciles routine and complex data input discrepancies Extract and compile information from databases to produce routine and .
- Work as a long-term intern for Lafarge North America, a building material distributor.
- Ensure that a group of 6-10 truckers are paid correctly by themselves and by management.
- Oversee government-issued truck trip sheets; certify all necessary information is recorded.

EDUCATION

BS

SKILLS

MS Office Applications, Verbal Communication, Written Communication.