ROBERT SMITH

Payroll Assistant/Associate

info@qwikresume.com | https://Qwikresume.com

Payroll Specialist with broad background in account receivable. administration, human resources and payroll administration. Strengths include excellent verbal and written communication, strong analytical and problem-solving skills and working as part of a team. Expert attention to detail and dedication to providing world-class service.

JUNE 2010 – 2019
PAYROLL ASSISTANT/ASSOCIATE - DEVEREUX FLORIDA

- Responsible for data entry and timely payment of employees wages.
- On a bi-weekly basis process payroll in Kronos Timekeeping system and Oracle database.
- Review, adjust, and approve employee timecards in Kronos.
- All hours and payments not accounted for in Kronos Timekeeping system are entered into Oracle.
- Hours and payments are as follows discretionary payments, bonuses, personal time, sick time, incentive earnings, missing hours, corrected hours, TOB termination, administrative leave, etc.
- Child support, tax levy, education loans, voluntary (at the employees consent) garnishments, bankruptcy garnishments, credit garnishments, etc.
- Collect and review supportive documents before releasing wages/payments to employees.

2006 – 2010
PAYROLL ASSISTANT - ABC CORPORATION

- Administered PeopleSoft System for approximately 20 employees in the corrosion department.
- Runs Corrosion Work Orders (CWO) reports for accuracy, audit purposes and distribute on weekly basis to upper management.
- Process weekly timesheets for the gas department, regular hours, sick, vacation, unpaid days, overtime, work related expenses and allocate worked hours base on work orders and LOGICA virtual ID system.
- Monitors employees on Leave of absence and worker compensation.
- Process and audit inspections entries through PeopleSoft Gas Inspection System (GIS).
- Assist Department manager with new Jobs description to both external and internal postings.
- Various administrative work functions such as updating of Electric Ops tracking systems, Project Wise, Open Mains, Banks Off, eTrac, Shunts & Bridges, updating/creating spreadsheet from.

EDUCATION

Master of Business Administration - 2012(University of South Florida ST
Petersburg - Sankt-Peterburg)

SKILLS

Microsoft Office, ADP.