

Payroll Clerk

Mr. Deep Patel

123-456-7890

123 Main Street, USA

email: deep.patel@sample.com

Payroll Clerk with [number of years] experience of [pay 2-5 years], [qualification (pay qualification)] [Expert in (pay 2-5 years) and (pay qualification)]

Work experience

January 2023 - Present

Payroll Clerk

Action Items

- Maintained payroll information by performing data entry, payroll, and maintaining employee data, including terminations, hire, transfers, and promotions.
- Updated payroll records by understanding departmental, payrolls, distributions, and departmental or divisional functions in [Qualifications].
- Tracked payroll and personnel and maintained company data-spreadsheets.
- Calculated payable hours, commissions, bonuses, taxes, and distributions.
- Prepared payroll reports and payment documents.
- Checked payroll functions, bills, and account statements for accuracy.
- Authorized and initiated in managing new hires in [Qualifications] payroll process.

January 2021 - January 2023

Payroll Clerk

Action Items

- Maintained payroll records and personnel information in [Qualifications] payroll system for [Qualifications].
- Maintained employee information and ensured that confidentiality and payroll operations [Qualifications] personnel information.
- Monitored compensation records and maintained [Qualifications] payroll records in a timely manner.
- Calculated overtime, taxes, commissions, and bonuses for employees, contractors, and independent contractors, and [Qualifications] payroll records in a timely manner.

January 2020 - January 2023

Payroll Clerk

Action Items

- Maintained and processed payroll for a workforce of [Qualifications] employees, including hourly and salary employees, full-time and part-time, and [Qualifications] payroll system.
- Maintained salary requirements for payroll and personnel, including hours worked and earnings.
- Maintained time records for payroll and personnel, including hours worked and earnings.

Skills

Knowledge of Union Payroll and Contracts 80.0%

Understanding of Payroll Reporting Requirements 100.0%

Knowledge of [Qualifications] Compensation, Insurance 100.0%

Knowledge of State and Local Payroll Taxes 80.0%

Payroll Distributions and Commitments 80.0%

Education

January 2022 - June 2022

Payroll Clerk

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January 2022 - December 2023

Payroll Clerk Specialty Certificate

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**United States. Veterans
Administration. Nursing Service**

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