

Payroll Clerk

 Debra Nguyen
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 Springfield, MA
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Payroll Clerk with [number of years] experience of [top 2-5 skills]. Achieved [top achievement]. Expert at [PS 0%] and [2%].

Work experience

- January 2021 - Present

Payroll Clerk

Acme Corp

 - Maintained payroll information by collecting, calculating, and entering employee data, including timecards, in a timely manner.
 - Updated payroll records by entering superannuation, savings deductions, and department or division transfers in QuickBooks.
 - Issued wages and paychecks, and resolved employee pay disputes.
 - Calculated payroll hours, commissions, bonuses, taxes, and deductions.
 - Prepared periodic payroll reports and resolved any payroll discrepancies.
 - Obtained patient histories, vitals, and conducted blood work at a staffing-scale medical clinic.
 - Administered and assisted in managing the clinic's Bench Out and Read program.
- January 2022 - January 2023

Payroll Clerk

Acme Corp

 - Initiated direct deposits and prepared manual checks for a large employee base of 154 employees.
 - Maintained employee confidence and ensured the confidentiality of payroll operations by safeguarding sensitive information.
 - Verified timekeeping records and addressed any discrepancies with employees in a timely manner.
 - Calculated salaries, rate changes, retroactive adjustments, overtime, bonuses, vacation accruals, commissions, and garnishments using tools such as QuickBooks and Excel.
- January 2023 - January 2023

Payroll Clerk

Acme Corp

 - Managed and processed payroll for a workforce of 250 employees, ensuring accurate and timely payments. Addressed any payroll or salary-related inquiries from employees.
 - Maintained daily spreadsheets for payroll and attendance, tracking hours worked and absences.
 - Handled all new hire paperwork, including data entry into the

Skills

Knowledge of Union Payroll and Contracts	<div></div>	80%
Understanding of Payroll Reporting Requirements	<div></div>	100%
Knowledge of Workers' Compensation Insurance	<div></div>	100%
Knowledge of State and Local Payroll Taxes	<div></div>	80%
Payroll Deductions and Garnishments	<div></div>	80%

Education

- August 2020 - May 2022

Payroll Clerk

Acme University

August 2022 - December 2022

Payroll Clerk Specialty Certificate

Acme Career Program

Payroll Clerk Study Guide

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



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