

# Payroll Clerk

Mr. Deep Patel

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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 conducted blood tests for safety.
- Administered and facilitated 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 of payroll information by understanding departmental functions.
- Monitored compensation records and maintained any off-payroll with employees in [Qualifications].
- Calculated overtime, taxes, commissions, and bonuses for employees, distributions, and payroll processing, and payroll processing using [Qualifications] and [Qualifications].

January 2020 - January 2023

### Payroll Clerk

#### Action Items

- Maintained and processed payroll for a workforce of [Qualifications] employees, including accurate and timely payments, deductions, and deposits on behalf of departmental functions.
- Maintained daily responsibilities for payroll and administration, including hours worked and distributions.
- Maintained and processed payroll for a workforce of [Qualifications] employees, including accurate and timely payments, deductions, and deposits on behalf of departmental functions.

## Skills

Knowledge of Union Payroll and Contracts 80.0%

Understanding of Payroll Reporting Requirements 100.0%

Knowledge of Workers' 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

#### Role Overview

January 2022 - December 2022

### Payroll Clerk Specialty Certificate

#### Future Career Program

# Payroll Clerk Study Guide

**Marco Cascella**

## **Payroll Clerk Study Guide:**

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