

# Payroll Clerk

Mr. Deep Patel

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HR

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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 confidentiality and ensured that confidentiality of payroll information by understanding departmental functions.
- Monitored compensation records and maintained any off-payroll employees in [Qualifications].
- Calculated overtime, rates, commissions, and bonuses for employees, departments, and divisions, payroll processing, and maintaining [Qualifications] payroll.

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 attendance.
- Maintained and maintained records for [Qualifications] and [Qualifications] hours worked and attendance.

## 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 2020 - June 2023

### Payroll Clerk

Associate's Degree

January 2020 - December 2023

### Payroll Clerk Specialty Certificate

Online Course Program

# Payroll Clerk Study Guide

**National Learning Corporation**

## **Payroll Clerk Study Guide:**

**PAYROLL CLERK** National Learning Corporation,2019      **Payroll Clerk** National Learning Corporation,2019-02 The Payroll Clerk Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to arithmetic computation name and number checking office record keeping operations with letters and numbers public contact principles and practices and more      **Payroll Clerk** ,2017 The Payroll Clerk Passbook prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam      **Wiley CPAexcel Exam Review 2014 Study Guide** O.

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**Systems Life Cycle Guide** Raymond T. Clarke and Associates,1987 **Correction Officer; a Complete Study Guide for Scoring High on the Exam** David Reuben Turner,1966 **CPA Examination Review** Patrick R Delaney, PH.D., CPA,Patrick R. Delany,1993-06 **Vocational-technical Learning Materials** Bruce Reinhart,1974 **SENIOR**

**PAYROLL AUDIT CLERK** National Learning Corporation,2019

**A Guide for studying the utilization of nursing service personnel in Veterans Administration hospitals** United States. Veterans Administration. Nursing Service,1961

**Civil Service Handbook** Arco Publishing,1981 The new edition of the guide that civil service job seekers have trusted for four decades provides clear easy to follow explanations of the required application procedures plus in depth descriptions of all the most popular jobs Full explanations of all eligibility requirements model test questions with answers and two full length practice exams are provided

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