

Payroll Clerk

 Deen 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 scaling-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 15-4 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 150 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		80%
Understanding of Payroll Reporting Requirements		100%
Knowledge of Workers' Compensation Insurance		100%
Knowledge of State and Local Payroll Taxes		80%
Payroll Deductions and Garnishments		80%

Education

- August 2020 - May 2022

Payroll Clerk

Acme University

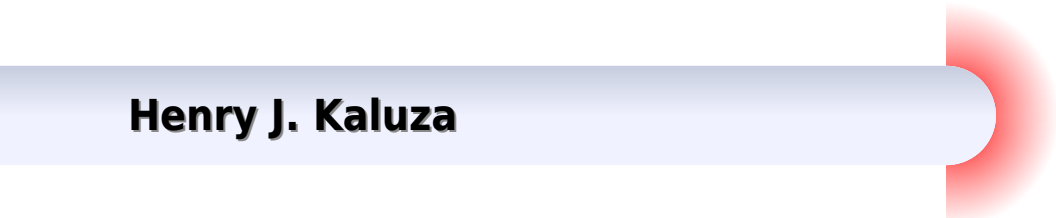
August 2022 - December 2022

Payroll Clerk Specialty Certificate

Acme Career Program

Payroll Clerk Study Guide

Henry J. Kaluza



Payroll Clerk Study Guide:

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Table of Contents Payroll Clerk Study Guide

1. Understanding the eBook Payroll Clerk Study Guide
 - The Rise of Digital Reading Payroll Clerk Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Payroll Clerk Study Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Payroll Clerk Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Payroll Clerk Study Guide
 - Personalized Recommendations
 - Payroll Clerk Study Guide User Reviews and Ratings
 - Payroll Clerk Study Guide and Bestseller Lists

5. Accessing Payroll Clerk Study Guide Free and Paid eBooks
 - Payroll Clerk Study Guide Public Domain eBooks
 - Payroll Clerk Study Guide eBook Subscription Services
 - Payroll Clerk Study Guide Budget-Friendly Options
6. Navigating Payroll Clerk Study Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Payroll Clerk Study Guide Compatibility with Devices
 - Payroll Clerk Study Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Payroll Clerk Study Guide
 - Highlighting and Note-Taking Payroll Clerk Study Guide
 - Interactive Elements Payroll Clerk Study Guide
8. Staying Engaged with Payroll Clerk Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Payroll Clerk Study Guide
9. Balancing eBooks and Physical Books Payroll Clerk Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Payroll Clerk Study Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Payroll Clerk Study Guide
 - Setting Reading Goals Payroll Clerk Study Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Payroll Clerk Study Guide
 - Fact-Checking eBook Content of Payroll Clerk Study Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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