



Ludella Lewis & Company
Accounting, Taxes and Consulting
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Payroll and Benefits Coordinator Resume

Payroll

Maintain confidentiality of all information and all files maintain in a locked cabinet/room.

Compile from time sheets/cards and other records various payroll data, including employee identification numbers, hours worked, commissions, bonuses etc.

Weekly, Bi-Weekly Payroll Submission using Paychex's Preview (Online) Program and review Paychex's Time and Labor Online and ADP - Easy Pay as well as manual prepared worksheets for payroll submission and update timesheets as needed for vacation/sick/paid time off and deductions/additions. Train employees on Time and Labor Online time clock and time sheet.

Prepare computer input forms, enter data into computer files manually or import from another program, compute/review salaries/wages and deductions and post to payroll records.

Compute/review salaries/wages and correct errors to ensure accuracy of payroll processing.

Update master payroll records by recording changes affecting each employee's net wages, such as exemptions, insurance coverage, travel/meal reimbursements and loan payments.

Update employees' files documents such as W-4s, I-9s, increases/decreases retirement, new hire, security access to building etc for payroll and other uses.

Keep records of leave pay and/or non-taxable wages.

Prepare/receive paychecks or paystubs (direct deposits) and issue to employees.

Distribute W-2s or 1099s at end of year.

E-Verify – Employment Eligibility Verification by matching 1-9 information to SSA and Department of Homeland Security records.

Benefits Administrator

Maintain confidentiality of all information and all files maintain in a locked cabinet/room.

Maintain Web Based Plan Administration and Employees/Employer Process Simple IRA distributions.

Review benefits programs for the company, including transit, health, dental, life, vision, and retirement etc. Studies benefits programs and furnish census information.

Prepare Employees' census data for Simple IRA, Health/Dental, Workers Comp, and other approved agencies as needed.

Ensure consistent application of company policies and procedures.

Maintain and update personnel records and assists employees with forms and procedures.

Works in selected areas of human resources as needed.

Explain company's benefits program to employees and dependents (if appl.) answer questions regarding the benefits program.

Enroll new employees in benefits plan and provide benefits orientation.

Verify information provided on application forms submitted by employees; forwarded applications to appropriate agency example insurance etc.

Provide employees with contact information regarding medical or other claims. Provide assistance if needed.

Provide right to continuation of medical letter to employee and complete cancellation forms when employee leaves or is terminated from company.

Administrative

Maintain confidentiality of all information and all files maintain in a locked cabinet/room. Maintain personnel files, benefits files and other records.

Provide maintenance and administration for HRIS and Time and Labor Management System to ensure reporting accuracy and data integrity.

Record data regarding transfer of employees between departments.

Compile data from personnel records and prepare various reports. Preparation of special reports for management using standard reports

Update drivers list for business insurance. Keep track of all the vacation, sick, personnel time for all employees, explaining benefits and assisting employee's with benefits/Simple IRA packet, preparing/completing new hire package and completing termination paperwork, maintain all employment records, preparing workers compensation claims if employee hurt on the job and filing claim with the State and insurance company.

Tools used: Microsoft Excel, Word and other appropriate programs.

Companies

255 Graphics Inc dba Alphagraphics 2002 – present

Robert Half - Computer Adaptive Technologies 1994 – 1995; Diecrafters Inc 1999 – 2000; Rush Partners Inc (Construction Project for Chicago Public Schools) 2002 - 2003