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Part-Time Payroll Specialist

Role

In this part-time role, the Payroll Specialist will report to the Human Resources Director. The role is responsible for all functions related to processing bi-weekly payroll and ensuring that all employee records are up-to-date and accurately maintained.

Responsibilities

- Ensure that all employees are paid with accuracy and develop processes that continually improve the payroll process for all stakeholders.
- Process payroll with ADP or other system that is chosen by the organization.
- Enter, maintain and process information in payroll system such as employee hourly and salary rates, commissions, bonuses, paid leave, holidays, deductions, withholding, address changes and other information.
- Ensure proper processing of payroll deductions for taxes, benefits, garnishments, employee purchases and other deductions.
- Work with managers and supervisors to ensure accurate time & attendance reporting and approvals on employee timecards.
- Issue checks for new employees, final pay and appropriate vendors.
- Prepare report information for bi-weekly and monthly review and relay information to appropriate parties.
- Assist HR Coordinator with entering of new employees into appropriate systems and maintaining existing employee records.

Skills & Values

This position requires high attention to detail, excellent interpersonal skills, good problem-solving skills, and the ability to multitask. The individual will also strive to fulfill the company values of honesty, integrity, excellence, and relationships.

 407 West 17th Street, Holland, MI 49423  wmuniform.com

 800.878.8770

 wmu@wmuniform.com



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To learn more please apply online via the Employment Interest form located on our website or send your resume to HR@wmuniform.com.

