

Job Summary

Order Number:

NY1394144

Date Job Order Received:

10/27/2021

Number of Openings:

1

Company Name:

HR Partners Staffing

Job Title:

Payroll Benefit Admin

Minimum Experience Required:

2 years

Job Description:

Cheektowaga. Payroll Benefit Admin. HR Partners Staffing. FT. 1st Shift. Benefits. Responsible for weekly Payroll and Benefit Administration for the Buffalo office. Responsible for on-boarding for temporary and permanent employees. Responsible for tracking and reporting labor hours and various other reporting. Key Tasks: Track & Maintain time and attendance records in ADP Workforce Now system, including monitoring the software Report temp hours to agencies and ensure weekly billing is correct Complete on-boarding activities, including view of company policies, setup in ADP Workforce Now time and attendance software, issuing of parking pass and locker, ensuring smooth introduction to hiring manager and organize initial safety training is provided. Uploading hours into ADP Workforce now portal and accurately processing weekly US Payroll and 401K contribution uploads Administration of portal, including updating information on home page, ensuring state tax & UI Account numbers are accurate Updating Employee information as required, maintaining payroll & personnel records Benefit Administration, including initial enrolment, benefit changes, COBRA documentation, 401K Plan Activity including updating Principal website on enrolment changes in preparation for year-end compliance testing Administering FMLA, disability and other benefit claims, maintain vacation/sick time logs, attendance reports and safety shoe banked accruals Communicate effectively with EEs and Managers on benefit programs, payroll legislation and policies related to time off / leaves Maintain personnel files and all hiring information in accordance with HR standards, along with other tasks that may be assigned from time to time by Manager Follow all company policies, complete all safety training required and wear any PPE in assigned areas Must have excellent communication skills (verbal & written) and the ability to interact with all levels of the organization, exceptional interpersonal skills Ability to handle data with confidentiality Must have strong customer service skills, be well organized, have excellent time management skills with the ability to multi-task Needs to be able to work independently, self-motivating and take pride / ownership in the quality of their work Must have strong conflict management skills with the ability to address stressful and delicate matters with empathy and confidentiality

Requirements: An Associate Degree in payroll or human resources required Minimum 3-5 years payroll and benefit administration experience Relevant knowledge of federal & state legislation regarding payroll, benefits, including COBRA, FMLA, FLSA, HIPPA, ERISA & ACA Payroll experience in multi-states a plus Proficient skills in Excel, Word & Outlook Upon offer of employment, candidate will be subject to a background check and a drug screen. To apply, contact the employer in person, by mail, by telephone, by fax, by email, or on-line: Parker, Stacey 2568 Walden Avenue Suite 102 Cheektowaga, NY 14225 Phone: Parker, Stacey (716) 391-1718 ext. 101 Fax: Parker, Stacey (716) 391-1721 Email: jobs@hrpartnersstaffing.com Web-site: <http://www.hrpartnersstaffing.com>

Job Location:

Cheektowaga, New York

Pay:

\$58,000.00 - \$60,000.00 Yearly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

40

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

First (Day)

Public Transportation:

Public Transportation is available.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

Class D (Operator)

How to Apply:

To apply, contact the employer in person, by mail, by telephone, by fax, by email, or on-line:
Parker, Stacey
2568 Walden Avenue
Suite 102
Cheektowaga, NY 14225
Phone: Parker, Stacey (716) 391-1718 ext. 101
Fax: Parker, Stacey (716) 391-1721
Email: jobs@hrpartnersstaffing.com
Web-site: <http://www.hrpartnersstaffing.com>