

Alicia V. Escamilla
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SUMMARY: Ambitious professional with 11 years payroll experience and excellent organization skills. Other qualifications include:

- **MS Office Advanced Skill level** (Word, Excel, MS Outlook, PowerPoint); Visio
- **Bilingual in Spanish/ Notary Public**
- **Payroll Software's:** Oracle E-Business, ADP Workforce, Viewpoint, Ulti-pro
- Full cycle payroll, high-volume multi-state experience including Union payroll; sales bonus and commission payroll runs
- **Time Labor Softwares:** MS Dynamics, ADP EZ Labor, Jobscope and Labor Collection, Kronos Time System; EZClock Mgr., ADP Time & Attendance
- **HR Softwares:** HR&P Solutions Oracle Peoplesoft, HR Service Now, Benelink, Fairsail Sharepoint
- Ability to work under critical deadlines; Great communications and detail oriented

PROFESSIONAL EXPERIENCE

NORTHSTAR MEMORIAL, HOUSTON, TX

Payroll Administrator (short-term assignment thru Robert Half)

07/2018 – 09/2018

- Payroll processing for 2,000 hourly and salary employees in ADP Workforce Now; Weekly -process and import commissions, sales bonuses and sales hours; Biweekly – processed all changes, payout, shift differentials, new hire/terminations for 8 entities
- Manage payroll information by keeping proper records for collecting, calculating and entering data

QUEST SOFTWARE, INC., HOUSTON, TX

HR/Payroll Analyst

03/2017 – 05/2018

- Assisted and audited in the migration process to launch inception of Quest payroll from a third-party payroll vendor
- Full biweekly payroll processing for approximately 1500 employees for four pay groups; setup pay data batches, garnishments, verify benefit, net pay, all manual entries
- Update HR Data changes on a weekly basis: New hires/terminations/leave of absences/any employee changes
- Multi state taxes – work with ADP and states to set up UI accounts, quarterly reports, respond and main ADP compliance requests, set up local taxes and states taxes, yearend, process W2-Cs
- Monitor and manage HR Now case tracking system and resolve inquiries effectively, or escalate to appropriate dept.
- Import HAS, benefits, commissions, expense reports and 401k contributions and deferrals on a weekly basis
- Time and Attendance: clearing exceptions prior pay period adjustments, preparing for payroll, time and attendance audit reports
- Complete and respond to employment verifications for state agencies, federal and private lenders
- Research and prepare special reports for management and labor reports for Dept. of Labor; investigate any discrepancies tax/employee pay

BELMONT VILLAGE SENIOR LIVING

Payroll Specialist (Contractor)

12/2016-03/2017

- Audit all HR changes, new hires/terminations, tax setups, G/L set-ups; notify employees of exceptions in Kronos
- Employment verifications, respond to all government agencies, maintain filing of all incoming payroll documents

DEPELCHIN CHILDREN'S CENTER (FOSTER CARE AND ADOPTION)

Payroll/Accounting Specialist (Contractor)

06/2015-10/2016

- Full cycle payroll processing for approximately 325 employees, 3 pay groups: Verify time for all employees to ensure all approved; clear exceptions; export all batches; import all time to Ulti-pro, create batches, bring in time, verify, calculate and submit batches
- Pre-check payroll for payout and enter any manual entries, then calculate and submit final batches.
- Run pre-check and post check reports in Cognos such as garnishments, labor distribution, detailed payroll registers, validation reports, PTO balances, timecard reports, and month-end reports. Also ran post payroll reports
- Accounting Duties: Assist accounting with cash postings, grants and posting to general ledger in Sage software, verify bank deposit amounts. Create general ledger journal entries and reconcile general ledger accounts for payroll actuals and reverse PR accruals.
- Reconcile cost report for foster care warrants on a monthly basis; Validate bank reconciliation of direct deposits for pay dates
- Year-end: closing of payroll, reconcile year-end audits for foster care; submit tax related quarterly and monthly reports to acctg.
- Work with benefits manager to ensure accurate benefit deductions and record keeping.

APACHE INDUSTRIAL SERVICES, HOUSTON, TX
Payroll Specialist/HR Benefits Administrator

03/2014 – 11/2014

Payroll

- Entered time for 400 employees in Microsoft Dynamics on a weekly basis by project number and reconciled hours
- Issued advanced per diems, manual checks, completed head count in Excel, researched any payroll issues such as missed hours, per diems, payouts, track missing employees' checks
- Updated employee files for any address changes, direct deposit changes or tax setups in HR & P Solutions
- Multi-state reporting on a quarterly basis and completed Certified payroll report

HR Benefits

- Handled all unemployment claims, IRS levies, wage garnishments, employee verifications, subpoenas, various govt. agencies
- Update any employee changes in HR&P, such as terminations, garnishments, tax setups, benefits setups, retro benefits deductions
- Enroll employees for benefits (medical, dental, vision, life ins.), processed qualifying events; assisted employees with any benefit/claim questions; typed and maintained COBRA letters, sorted out invoices by department so it matches amount due on invoices, and audited employee benefit records
- Maintained all new hire files and maintained I-9 files binder for seven divisions
- Assist and research inquiries and make corrections for employees, government agencies, law offices. Bilingual in Spanish.

NEWPARK RESOURCES, THE WOODLANDS, TX

Payroll Coordinator (Contractor)

07/2013 –02/2014

- Oracle E-Business: Processed all incoming payroll changes such as setup new hires/terminations, wage garnishments, 401k deductions, allowances, payouts, leave of absences, retro pay, general ledger setups, adjust and keep track of employee who transfer to "worked in" from home state to "worked in" state for special projects
- Managed Oracle Time and Labor and managed any updates received from HR
- Payroll Hotline: Assisted with all incoming calls relating to payroll in a professional and prompt manner
- 401k Confirmations- verified that correct amounts were applied to the correct company
- Taxes: Ensured that all tax related documents were on file: 409A's, W-2's and W2-C's, PR Detail Registers were on file, IRS 941s

ENERGY TRANSFER (SUBSIDIARY SEC ENERGY PROD. & SVCS.), HOUSTON, TX

Payroll/Human Resources/HSE Specialist

07/2006-04/2013

- Start-up company which I assisted in setting up the human resources department to ensure compliance as well as in payroll/benefits

HR Benefits

- Recruiting: Review job applications and refer qualified applicants to hiring managers
- Set-up and filled out new business forms for sales taxes and FEIN for out-of-state business
- Kept track of employees on FMLA and communicated with insurance company with updates.
- Benefits: Enrolled employees in benefits in website/added if there was a qualifying event
- Post and create job requisitions; Processed new hires/rehires and conducted new hire orientation & processed confidential documents such as terminations, promotions, merit increases, demotions and transfers
- Audits: 401k 5500 annual audit, workers compensation renewals, affirmative action, payroll and Homeland Security audits
- Handled employee relations issues with any questions relating to benefits, payroll questions, and 401k
- Assisted with the benefit renewals, flu shots, wellness handouts, health fairs and employee meetings
- Ran background checks such as MVRs and pre-employments

Payroll

- Timely processing of payroll for 220 employees in ADP; run post-payroll reports such 401k, vacation & sick time in ReportSmith; kept track of carryover vacation; ran special runs such as bonuses and vacation pay-off; wage garnishments such as levies, child support, bankruptcies; employee headcount for each pay period
- Multi-state worksite reporting on a quarterly basis

Workers Comp/Safety

- Scheduled training for field employees: annual refreshers or upon request per client's requirements and maintain training databases: ISNetworld, Veriforce, PEC Premier, & certain client's safety database
- Maintained drug consortium website to ensure DOT employees were in compliance; ordered DOT/Non-DOT drug kits and gathered documents for National Compliance
- OSHA – Submit work related accidents on quarterly basis, and annual basis in ISNetworld, PEC Premier, Veriforce, and Xnet
- Workers Comp – Filed claims with insurance company. Kept track of injured employees and status reports; filled out wage report forms for injured employees for insurance
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EDUCATION

Bradford School of Business (Business Courses), Houston, TX, Diploma 1988 University of Houston (30 Hours); Member of Houston Chapter American Payroll Association; completed Payroll Resource course (April 2015); SHRM Member (10/15//18); currently studying SHRM course