

Lorraina Washington

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SUMMARY OF QUALIFICATIONS

- More than ten years HRIS (Human Resources Information System) corporate experience
- Proven history of ability to maintain highly confidential information
- Experienced in payroll processing, FMLA, and medical leave administration
- Advanced systems knowledge including Oracle SQL, MS Access, Excel, Crystal Reports, Cognos
- Specialist in maintaining strict data integrity for all HR Systems; streamline processes to improve reporting and payroll processing procedures
- Metrics expert providing streamlined processes to create staffing reports along with advanced analytics for Human Resources
- Experienced with several HR systems including ADP, Cyborg, Kronos, Lawson, PeopleSoft, UKG, Workday

EXPERIENCE

Self Employed Independent Contractor

November 2023 – Current

Payroll Specialist and SR Payroll Analyst

- Process bi-weekly payroll for employees using UKG Pro, UKG Ready, Workday

Early Learning Indiana

August 2022 – October 2023

Payroll Specialist

- Process bi-weekly payroll for employees using UKG Pro and UKG Ready software
- System administrator for payroll system

Diverse Staffing

October 2021 – May 2022

Payroll Administrator

- Process payroll for temporary staff using ABD software

TEK Systems

May 2020 – February 2021

Payroll Analyst - Contractor

- Process payroll using WorkDay software for large multi-state payroll
- Resolve payroll related tickets
- Balance and audit semi-monthly payroll

Celadon Trucking, Indianapolis IN

June 2019 – January 2020

Payroll Analyst - Administration

- Process payroll using Kronos Central software for multi-state payroll
- Complete garnishment interrogatories
- Balance and audit bi-weekly payroll
- Submit payroll related files including wage payment, garnishments, periodic tax, HSA deposits

Stanley Black and Decker, Fishers IN

November 2017 – March 2019

Prevailing Wage and Certified Payroll Administrator

- Learn and apply Davis Bacon Act federal and state rates across multiple states including Arizona, California, Connecticut, Indiana, Michigan, Nevada, New York, Washington
- Complete Certified Payroll forms using both state and federal forms as applicable
- Process multi state payroll using ADP Workforce for payroll processing and Kronos for timekeeping
- Monthly and weekly reporting including turnover, headcount, employee pay detail, and advanced adHoc reporting

The Finish Line, Indianapolis IN

July 2014 – February 2017

Payroll Administrator

- Lead payroll analyst for multi-state payroll with over 10,000 active employees using Workday and PeopleSoft
- Maintain and test system rules in Workday software
- Audit and balance payroll to ensure employees are paid accurately

- Complete advanced reporting across all payroll systems including Workday, PeopleSoft, time system
- Train payroll staff on how to use all payroll systems
- Responsible for garnishment inquiries

United States Infrastructure Corporation (USIC)

January 2012 – September 2013

Payroll Analyst

- Process country wide payroll for over 19,000 using ADP, PeopleSoft, and Workday
- Time and attendance manager
- Advanced reporting using SQL, ADP reporting, and PeopleSoft
- Created integration files transitioning history data from ADP to Workday

BP Place an EBay Company

January 2010 – December 2011

Owner

- Purchase, list, sell and ship items online using E-Bay database
- Create personal database to provide streamlined accurate listing method
- Create and maintain HTML on web site
- Manage detailed reports for personal business to grow and maintain profitability

Clarian Health Partners, Indianapolis IN

August 2008 – December 2009

HRIS Analyst

- Provided advanced reporting for senior levels of HR staff for over 17,000 employees including:
 - Advanced EEOC metrics
 - Headcount
 - NDNQI Report (National Database of Nursing Quality Indicators)
 - Advanced Oracle SQL reporting published via Crystal Reports
- Learned SQL and advanced MS Access reporting to create manuals and “how to” guides
- Served on business teams to assist with data conversions, mergers and acquisitions

American United Life, Indianapolis IN

August 2002 – August 2008

Human Resources Business Analyst /HRIS Analyst

- Provided information systems support for all areas of HR (payroll, benefits, employment, compensation)
- Implemented and documented security changes in Payroll System to ensure compliance with Sarbanes-Oxley
- Provided daily, monthly, and annual reports to Senior Management
- Created and maintained several HR MS Access Databases (employee database with 1,700 active employees, job descriptions database, monthly reports database, retiree database, etc.)
- Suggested and implemented process improvement for payroll, benefits, and compensation
- Provided training to new staff on our payroll system
- System administrator for Payroll and time and attendance systems
- Responsible for automation of payroll processes to streamline and reduce possibility of human error
- Imported data files to payroll systems

Brightpoint, Plainfield IN

June 1997 – March 2002

Payroll Analyst / HRIS Specialist

- Approved, maintained, and advised employees on all FMLA and personal leave matters in accordance with federal law and company policy; at all times maintaining the highest form of confidentiality
- Responsible for learning all company policies and advising employees accordingly to ensure equal and fair treatment
- Trained and advised employees on HR policies and procedures
- Processed bi-weekly payroll for approximately 1,000 employees
- Provided monthly reports to Senior Management for headcount and budget analysis
- Managed time and attendance on Kronos system
- Maintained ADP payroll system and HRAdvantage HR reporting system