**Lorraina Washington**

Indianapolis IN • • mrslorraina@icloud.com

**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