

HR BENEFITS/LEAVE COORDINATOR

Summary

13 years of Human Resources experience and 27 years of administrative experience working in various settings *Professional, detail-oriented, excellent time-management skills, team player, open and honest communicator, effective at maintaining confidentiality and multi-tasker.

Skills

Proficient in all Microsoft applications and HRIS systems (Banner, PeopleAdmin, Personnel Management Information (PMIS) System and Benefits Eligibility System (BES), VRS Navigator (VNAV))

Experience

December 2016

to

Current

Company Name City , State HR Benefits/Leave Coordinator

- Provide consultation and assistance for all employee benefits.
- Assist Retirement/Benefits Manager in counseling employees on retirements as well as generate retirement calculations.
- Assist Retirement/Benefits Manager with retirement trainings.
- Promote and coordinate all aspects of the Highlander Wellness Watch program.
- Advise faculty/staff regarding leave policies and procedures.
- Interpret and apply policies, procedures and guidelines.
- Develop and present leave trainings for employees and supervisors.
- Content editor for the HR newsletter and HR website committee.
- Analyze and reconcile leave discrepancies.
- Process and maintain Workers Compensation claims, short term disability claims and FMLA requests.
- Coordinate return to work for employees on short term disability, FMLA and WC.
- Maintain OSHA logs and reporting to include OSHA 301 and OSHA 300A reports.
- Process employees leave corrections.
- Process leave share requests and coordinate payments with payroll.
- Calculate leave payouts for separating employees for payment.
- Process reports in Banner (HRIS) to ensure leave policies and procedures are being adhered to and applied in regards to FLSA regulations.
- Perform leave audits.
- Provide programmatic support to employees and supervisors for the on-line leave reporting system.
- Assist with other HR duties as needed to include job fairs, benefits fair, etc.
- Maintain confidential and sensitive information.

November 2008

to

November 2016

Company Name City , State HR Leave Coordinator

- Advise faculty/staff regarding leave policies and procedures.
- Interpret and apply policies, procedures and guidelines.
- Develop and present leave trainings for employees and supervisors.
- Analyze and reconcile leave discrepancies.
- Process and maintain Workers Compensation claims, short term disability claims and FMLA requests.
- Coordinate return to work for employees on short term disability, FMLA and WC.
- Maintain OSHA logs and reporting to include OSHA 301 and OSHA 300A reports.
- Process employees leave corrections.
- Process leave share requests and coordinate payments with payroll.
- Calculate leave payouts for separating employees for payment.
- Process reports in Banner (HRIS) to ensure leave policies and procedures are being adhered to and applied in regards to FLSA regulations.
- Assist with coordination of CommonHealth wellness program.
- Perform leave audits.
- Provide programmatic support to employees and supervisors for the on-line leave reporting system.
- Assist with other HR duties as needed to include screening job applicants, new hire orientation, exit interviews, open enrollment for health insurance and flexible spending accounts, job fairs, benefits fair, etc.
- Maintain confidential and sensitive information.

June 2004

to

November 2008

Company Name City , State Personnel Transaction Specialist/Human Resource Assistant

- Process new hires, transfers, promotions into Banner and PMIS systems.
- Perform audits for payroll processing.

- Process short term disability claims and FMLA requests.
- Process leave share requests.
- Coordinate docks with payroll.
- Perform other duties and tasks as needed.
- Maintain confidential and sensitive information.

August 2002

to

June 2004

Company Name City , State Communications Operator

- Refer patients to appropriate areas for treatment.
- Assist patients with questions and concerns via phone or walk-ins.
- Answer incoming calls on a seven-line phone system.
- Page doctors in a timely manner.
- Update call schedules as changes occur.
- File.
- Overhead all codes in a timely manner.
- Maintain patient confidentiality.

Education and Training

Bluefield College City , State Bachelor of Science : Organizational Management and Leadership Organizational Management and Leadership

New River Community College Associate of Applied Science : Business Management Business Management

Activities and Honors

Society for Human Resources Management (SHRM) Colleges and Universities Professional Association for Human Resources (CUPA-HR)

Skills

Benefits, consultation, Content, counseling, editor, HRIS, HR, insurance, all Microsoft, Navigator, newsletter, Page, Assist patients, payroll, payroll processing, Personnel Management, phone system, policies, reporting, research, phone, website