Paul Nakamura

Payroll Administrator

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SUMMARY

Payroll administrator with 4 years of payroll processing for California employers, from timekeeping setup to quarterly tax filings in Paycom. Handles overtime, meal-break premiums and benefit deductions under California wage and hour rules, and pairs attention to detail with problem-solving skills when an employee's check does not look right.

SKILLS

- **Payroll Processing**
- **Paycom**
- **Timekeeping**
- **California Wage and Hour Rules**
- **Benefit Deductions**
- **Microsoft Excel**
- **Microsoft Office**
- **Outlook**
- **Attention to Detail**
- **Problem-Solving Skills**

EXPERIENCE

Payroll Administrator 05/2024 - Present

Capital Valley Growers Cooperative Sacramento, CA

Sole payroll administrator for an agricultural cooperative with up to 650 year-round and seasonal workers.

- Run biweekly payroll for up to **650** employees in Paycom, including piece-rate and seasonal crews.
- Calculate overtime, meal-break and rest-period premiums for 12 crews under California wage and hour rules.
- Set up timekeeping rules and pay codes for 3 new packing sheds, cutting manual edits by 40%.
- Administer benefit deductions and 401(k) contributions, balancing carrier invoices to the dollar each month.

Payroll and HR Assistant 08/2022 - 04/2024

River City Dental Partners Roseville, CA

Payroll and HR support for a 14-office dental group with 280 employees.

- Processed semimonthly payroll for 280 employees, keying changes from Microsoft Office forms into the payroll system.
- Resolved about 20 pay and PTO questions a week through Outlook and the HR help line.
- Built Microsoft Excel accrual trackers for PTO and sick leave across 14 offices.
- Maintained confidential personnel and payroll files for audits and state labor requests.

EDUCATION

Bachelor of Science in Business Administration 05/2022

California State University, Sacramento Sacramento, CA

Accounting

CERTIFICATES

Fundamental Payroll Certification (FPC)

PayrollOrg (American Payroll Association)

10/2023