Jasmine Ortiz

PAYROLL CLERK

San Antonio, TX
(210) 555-0138
jasmine.ortiz@email.com
linkedin.com/in/jasmineortiz

Certificates

Fundamental Payroll Certification (FPC)

PayrollOrg (American Payroll Association)

06/2026

Skills

Payroll Records • Data Entry

Timekeeping

Payroll Deductions • Paylocity

Microsoft Excel

Microsoft Word

Microsoft Office

Attention to Detail

Communication Skills

Summary

Payroll clerk with nearly 2 years at a 300-employee home health agency, handling data entry, timekeeping fixes and payroll records for biweekly runs in Paylocity. Uses Microsoft Excel and Microsoft Word daily, keeps employee pay data confidential, and brings attention to detail and plain communication skills to every pay question.

Experience

Payroll Clerk 01/2025 - Present

Alamo Heights Home Health San Antonio, TX

Clerk on a 3-person payroll and billing team at a home health agency with 300 caregivers.

- Record timesheet hours for **300** caregivers each biweekly cycle in Paylocity before the payroll specialist's review.
- Verify visit and mileage logs against timekeeping records, catching about 40 errors per pay period before submission.
- Update payroll deductions for benefit changes, including 60 elections during the 2025 open enrollment.
- Respond to 25 employee pay questions a week by phone and email, resolving most within one business day.

Front Office Assistant (Part-Time) 08/2022 - 12/2024

Mission Trail Dental San Antonio, TX

Part-time front desk role at a 4-dentist practice during community college.

- Scheduled 60 patient appointments a day and confirmed insurance coverage before each visit.
- Posted patient payments in the practice software and balanced the cash drawer daily with no shortages.
- Tracked hours for 14 staff in a Microsoft Excel sheet used for the office manager's payroll submission.
- Typed referral letters and patient notices in Microsoft Word from office templates.

Education

Associate of Applied Science 05/2024

San Antonio College San Antonio, TX

Accounting