

Stephanie Edmonds

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Experience

HRIS Manager, Employee Benefits Specialist

Molpus Woodlands Group

October 2016 – Present

Spearheaded HRIS implementation and data migration from legacy system and paper files

Introduced significant HR process improvements by designing strategic workflows paired with custom forms

Implemented ATS, including auto-replies to candidates

Create and maintain employee checklists for onboarding/offboarding and benefit enrollments

Configure and maintain all modules of HRIS

Successfully collaborate cross-functionally with stakeholders of departments such as IT, Finance and HR

Create and maintain all employee profiles including timesheet, security, performance and accruals

Effectively train end-users for HRIS optimization and provide professional technical support when troubleshooting the system

Maintain compensation, job titles and job descriptions within the HRIS

Administer employee benefits, manage open enrollment and conduct benefit audits

Partner with broker on renewals and evaluations of current benefits and create relationships with insurance contacts to ensure improved service and issue resolution

Provide caring, ongoing support to employees during the entire hire-to-retire life cycle, and beyond

Administer 401(k) plan, ensuring accurate information is put into the HRIS and correct contributions are made every pay period

Perform end of year calculations to determine employee eligibility of additional 401(k) match, based on the company's performance

Assist outside auditors with annual 401(k) audit to ensure compliance

Education & Certifications



Mississippi State University
BS in Business Administration



HRIP
SAP Success Factors (In Process)

Skills



Programs/Computer Languages
UKG, Workday, Power BI, SQL, Excel, Word, PowerPoint, Smartsheet

Other Skills



- Relationship-Building
- Data Security
- Innovation
- Integrity

Roles



- Accountant
- Legal Scopist
- Employee Benefits Specialist
- HRIS Manager

References



Available upon request