



PRIYA RAMASWAMY

Payroll Specialist

Senior payroll specialist with nine years supporting biotech and higher-ed employers across 22 states. Lead on year-end, equity compensation events, and payroll-side implementations. CPP certified.

CONTACT INFORMATION

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EDUCATION

B.S., Finance, Northeastern University,
2015

Certified Payroll Professional (CPP),
PayrollOrg, 2021

KEY SKILLS

- Workday Payroll
- Enterprise payroll platforms
- Multi-state payroll (22 states + DC)
- Equity compensation and stock vesting
- Expat and imputed income
- General ledger integration and reconciliation
- W-2c and prior-year corrections
- 401(k) true-ups
- Excel (Power Query)
- Workday reporting

PROFESSIONAL EXPERIENCE

SENIOR PAYROLL SPECIALIST | HALYARD BIOSCIENCES, CAMBRIDGE, MA 2020 – PRESENT

- Own semi-monthly payroll for 1,340 employees across 22 states and DC in Workday, including exempt researchers, non-exempt lab techs, and interns.
- Processed 187 equity vesting events in 2023 tied to a secondary offering, coordinating supplemental tax withholding with Stock Admin and Fidelity; net-share settlement reconciled to the penny.
- Serve as payroll lead on Workday-to-NetSuite ledger integration; cut the month-end payroll journal review from two days to about four hours.
- Manage relocation gross-ups, imputed income for expat researchers, and quarterly true-ups for 401(k) match miscalculations flagged by the record keeper.
- Mentor two payroll specialists on multi-state tax registration and reciprocity rules.

PAYROLL SPECIALIST | BEACON HILL UNIVERSITY, BOSTON, MA 2017 – 2020

- Ran biweekly payroll for 820 faculty, staff, and student workers, including 9-over-12 pay election for lecturers.
- Cleaned up a backlog of 214 prior-year W-2c filings related to a benefits deduction mapping error.
- Handled international student payments and worked with the tax office on social security exemptions and treaty benefits.
- Standardized off-cycle check requests, cutting one-off manual checks by roughly 40 percent.

PAYROLL COORDINATOR | NORTSHORE HOME HEALTH, MALDEN, MA 2015 – 2017

- Processed weekly payroll for 340 home-health aides with mileage, live-in, and hourly visit pay rules.
- Reconciled electronic visit verification timekeeping exports against Medicaid billing files.

- Set up garnishments and prepared responses for state agencies.