

KARYL R. HORN

OBJECTIVE

Administrative position within the Division of Finance and Operations
Sam Houston State University

EDUCATION/CERTIFICATION

12/2003 Sam Houston State University Huntsville, Tx
Bachelor of Business Administration
Major: General Business (magna cum laude)
Beta Gamma Sigma; Golden Key National Honor Society

05/2008 American Payroll Association
Certified Payroll Professional

PROFESSIONAL EXPERIENCE

01/2006 – present Sam Houston State University Huntsville, Texas
Associate Director of Accounting
Daily administration of university Payroll Office activities and staff
Development and implementation of payroll specific policies/procedures
Produce required reports for various federal and state agencies (IRS, SSA, TWC)
Audit payroll production reports to ensure accuracy of output
Implement technology in payroll practices and employee support
Assist Vice President for Finance and Operations with annual budget process
Consultation with departments on payroll-related matters

9/2004-1/2006 Sam Houston State University Huntsville, Texas
Administrative Assistant, Senior
Produce semi-monthly payroll and associated output (checks, stubs, files, etc.)
Prepare and file monthly reports to various state agencies (ERS, TRS, HRIS)
Maintain/update payroll coding system
Audit entry of payroll action forms and associated documents
Interpretation/application of federal/state/agency guidelines regarding payroll
Assist in development of operational policies
Assist as requested with university budget entry
Oversee student employees and (in the absence of director) staff
Serve as department liaison with Computer Services for programming needs
Consultation with departments on payroll-related matters

9/1990-9/2004 Sam Houston State University Huntsville, Texas
Administrative Assistant
Produce semi-monthly payroll and associated output (checks, stubs, files, etc.)
Prepare and file monthly reports to various state agencies (ERS, TRS, HRIS)
Maintain/update payroll coding system
Data Entry of payroll action forms and associated documents
Interpretation/application of federal/state/agency guidelines regarding payroll
Assist in development of operational policies
Assist as requested with university budget entry
Oversee student employees and (in the absence of director) staff
Serve as department liaison with Computer Services for programming needs
Consultation with departments on payroll-related matters

2/1989-9/1990 Sam Houston State University Huntsville, Texas
Payroll Assistant
Audit of employee service time and leave accruals
Process miscellaneous leaves (maternity, military, etc.)
Monitor compensatory balances for compliance with FLSA guidelines
Interpretation/application of legislative/agency policies regarding leave
Initiation and update of employee longevity or hazardous duty pay
Data entry of student employee payroll action forms
Consultation with departments on payroll-related matters

9/1984-2/1989 Sam Houston State University Huntsville, Texas
Payroll Clerk
Data entry and audit of timesheets and leave reports
Consultation with departments on payroll-related matters
Collection of computer output and maintenance of computer files
Preparation/processing of payroll checks and direct deposit stubs
Data entry of miscellaneous forms (W-4, Name Change, Address Change, etc.)

10/1980-9/1984 A.F.T.E. Business Analysts, Inc. Houston, Texas
Receptionist/Clerk
Answer phones and greet guests; schedule appointments
Assist clients with documentation
Prepare miscellaneous business tax forms (941, 940, sales tax, etc.)
Data entry as needed

ADDITIONAL PROFESSIONAL ACTIVITIES

9/2007-present Member, SHSU Information Resources Technology Council
9/2004-present Chair, SHSU Staff Evaluation Committee
9/2001-8/2004 Member, SHSU Staff Evaluation Committee

