

Dushyant Luthra

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SUMMARY

US Payroll & Retirement Administration Professional with 4+ years of experience in end-to-end US payroll processing, compliance, and Defined Benefits(DB) & Contribution (DC) plan administration. Proven expertise in processing weekly/bi-weekly/monthly payrolls, clearing payroll exceptions, pre & post payroll reconciliation, and ensuring compliance with FLSA, FICA, and FUTA regulations. Skilled in W-2/W-4 processing, timesheet management, US client onboarding, and payroll tax configuration. Proficient in Midas, Relius, and MS Excel, with a strong track record of reducing operational errors, maintaining SLA adherence above 95%, and delivering client-focused outcomes. Recognized multiple times for excellence through awards at both Aptia and US Trpc.

EXPERIENCE

Aptia Ltd (Mercer Transition) | Gurugram, India

Specialist – US Payroll & Wealth Administration | 09/10/2023 – Present

- Managed end-to-end US payroll processing for multi-state employees, ensuring accurate and timely payroll execution across weekly, bi-weekly, semi-monthly, and monthly payroll cycles in compliance with US payroll regulations.
- Collected, validated, and processed timesheets and payroll inputs through HRIS systems and executed payroll using ADP payroll systems, including payroll preview, validation, and final processing.
- Ensured US payroll compliance with Federal, State, and Local tax regulations, including FICA, FUTA, SUTA, and Medicare.
- Handled payroll for W-2, C2C, and 1099 workers, including year-end W-2 and 1099 processing and reconciliations.
- Administered 401(k) deductions and reconciliations, employee benefits, payroll-related contributions, garnishments, wage attachments, and statutory deductions.
- Managed off-cycle payroll, final settlements, termination pay, and payroll adjustments, including overpayments and underpayments.
- Performed payroll reconciliation, variance analysis.
- Cross-trained in UK pension administration schemes, including preparing stewardship reports and developing dashboards and handling invoices for death claims and retirement. Took on new transitions and contributed to team movement initiatives.

US TRPC

Senior Executive | 05/04/2022 – 06/10/2023

- Processed and reconciled payroll data for 10+ client plans as per U.S. standards, ensuring compliance and accuracy with less than 1% error rate across all cycles.
- Managed contribution flows, loan repayments, and distribution transactions for multiple client plans.
- Matched and balanced cashflow statements to confirm correct fund movements and payment settlements.
- Identified and resolved data mismatches in payroll and participant records, improving data integrity scores across all assigned client accounts.
- Used Relius and internal tools to process payroll entries, generate reports, and ensure timely fund disbursements with a 99%+ on-time processing rate.
- Audited rollovers, payroll adjustments, and benefit payments to maintain compliance with plan rules, supporting zero audit findings during tenure.
- Delivered consistent process accuracy and received "Employee of the Month" for performance excellence (January 2023).

EDUCATION

Chandigarh Group of Colleges, PTU

Master of Business Administration (MBA) | 78% | 2019 – 2021

Maharishi Dayanand University

Bachelor of Business Administration (BBA) | 2016 – 2019

CERTIFICATIONS & TRAINING

- Excel Training – Beginner to Advanced level (including VLOOKUP, Pivot Tables, Conditional formatting Financial Functions)
- PowerPoint Training – Comprehensive PowerPoint and Presentation course
- Power BI – LinkedIn Learning
- Financial Market Training – Financial Markets and Investment fundamentals

SKILLS

US Payroll: End-to-End Payroll Processing (Weekly/Bi-Weekly/Monthly), Payroll Exception Clearing, Pre & Post Payroll Reconciliation, W-2/W-4 Processing, FLSA/FICA/FUTA Compliance, Timesheet Management, Overtime & PTO Tracking, US Client Onboarding, Payroll Tax Configuration | **Pension Administration:** US Defined Contribution (DC) Plans, UK Defined Benefit (DB) Schemes, Pension Calculations, Member Reconciliation, Benefit Payments | **Compliance & Reporting:** HMRC Processes, Scheme Returns, Trustee Reporting, SLA Management, RCA, SOPs, Stewardship Reporting | **Tools & Software:** Midas, Relius, MS Excel (VLOOKUP, Pivot Tables, Charts, Financial Functions) | **Operations:** US Payroll Reconciliation, Cashflow Management, Invoice Processing, Team Leadership, Stakeholder Management, Client Billing

ACHIEVEMENTS & AWARDS

- Leader's Choice Award – Recognized for exceptional performance and going the extra mile to help the team achieve key objectives.
- Spotlight Award – Awarded for successfully managing a new Transition of Dashboards.
- Employee of the Month – Honored at TRPC (Jan 2023) and APTIA (April 2025) for sustained performance excellence.
- Leadership Role – Served as Head Boy during college, demonstrating strong leadership and team management.

PERSONAL DETAILS

Date of Birth: 08/12/1997