

BIOGRAPHY

Tee Nelson

Manager, Compliance Services

Tee Nelson is the Compliance Services Manager with HR Works, Inc. In her current role, Tee develops and provides oversight of HR Works compliance services and ensures all HR Total Solutions compliance-related products and templates are maintained in compliance with applicable federal and state regulations. Tee also serves as an HR compliance subject matter expert and monitors, researches, and analyzes federal and state employment and benefit law changes and proactively communicating relevant changes and business impact to internal and external stakeholders.

Tee has over 15 years expertise in various HR-related functions including the development of employee handbooks, payroll tax services, labor law compliance and project management including employee training and development. Tee's experience and strong knowledge of labor law in various states, in addition to, New York State and Federal employment law makes her uniquely qualified to assist in providing services and proactive support to internal and external clients.

Tee began her career in Human Resources with Paychex where she worked in several roles, including as an HR Advisor, where she supported her own dedicated client base of approximately 300 clients (across all 50 states). Her work with her clients consisted of providing human resource guidance, maintaining their employee handbooks and policies, working on sensitive employee relations issues and assisting them with other projects as needed.

Tee holds a B.A. degree in Social Studies from Virginia Wesleyan College and has a M.S. degree in Organizational Learning & Human Resource Development from St. John Fisher College. Tee is also certified as a Professional in Human Resources (PHR) by the Human Resource Certification Institute (HRCI) and as a SHRM-CP by the Society for Human Resource Management.

