Jhade Brown

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HIGHLIGHTS

- ❖ Lead Payroll Tax Projects for Year End, Implementation Projects, and General Payroll Projects
- ❖ Advanced in Payroll Reporting and Payroll Validations utilizing Microsoft Excel
- ❖ Strong Analytical skills during extensive payroll audits and reconciliations
- ❖ Configured Business Processes such as Severance packages, compensation eligibility, time- off balances and 401k deductions
- ❖ Experienced with various payroll software's: Workday, ADP Smart Compliance, ADP GlobalView, ADP Workforce Now, ADP Celergo, ADP Payforce, Oracle HCM, QuickBooks, UKG (UltiPro), Paychex, Sage
- ❖ Efficient in payroll timekeeping systems: Kronos, E-time, Paycom, Replicon
- ❖ Efficient in payroll ticketing systems: ServiceNow, Salesforce, and Neocase
- ❖ Highly driven to resolve unexpected payroll issues that arise and go the extra mile for the team

EDUCATON

Institution: Houston Community College   **Degree: Finance - AAS**   **Completed: 2020**

Institution: Houston Community College   **Degree: Payroll Specialist Certificate**   **Completed: 2017**

WORK HISTORY

META PLATFORMS

Remote Workday Finance Associate – Level 2 (7/2022 – 5/2023)
Agency: Crystal Equation [10 MONTH CONTRACT]

Process biweekly payroll for 56,000 employees exempt and non-exempt

Perform daily termination audit for all 50 states and prepare the daily off-cycle termination checks including any penalty pay

Assist Payroll Operations team through various payroll validations using the off-cycle MM report, payroll earnings and deductions reports, register reports (HPR)

Assist with auditing International employees for Ireland, Canada, UK, France, Switzerland, and Italy

Prepare and enter journal entries for month-end tasks and reconcile payroll register to the general ledger

Audit One-time payments: Sign-on, Relocation, Referral, Remote work bonuses, validate against register

Audit 401k Deferral elections match Fidelity reports, update employee elections if needed

Reconcile payroll taxes from ADP to Workday journals and make any necessary journal enrties

Deloitte Tax Consultation validation – pull reports from Deloitte interface to validate against payroll register

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Audit 401k Loan repayments, end date/update the deduction amount in correspondence to Fidelity reports

Launch/Integration of EIB templates to process tax changes, pay adjustments, and other data changes

Audit Unpaid LOA employees to avoid over payments and validate any prorated amounts based on start of leave

Run retro summary reports to investigate cause of retro, process retro pay if needed

SYSCO CORPORATION
Remote Workday Payroll Specialist (4/2022 – 12/2022)

Solely responsible for bi-weekly payroll of New England Region (ME, VT, NH, MA, CT, RI) – 1,200 employees

Solely responsible for weekly payroll of New York Metropolitan Area (Long Island and New Jersey) – 2k employees

Reconcile payroll tax reporting after each payroll run to ensure accurate tax filings and assist with any tax packages

Process data changes such as pay rates, benefit enrollments, and other deductions

Process same day termination checks for Boston and on-cycle termination checks for remaining sites via ACH

Audit state, local and work taxes and update missing PSD codes for new hire tax audit

Prepare daily ACH's for returned funds, missing pay over 50%, and final pay

Manually process payroll via EIB loads into Workday (i.e. regular/overtime hours that did not pull into WD from E-time)

Reconcile payroll register to general ledger for month end close processes

Assist with Open Enrollment by updating benefit plans for Medical, Dental, Vision, Life, FSA, HAS

Configured time off payouts, salary plans, one-time payment plans, and termination payouts

Run payroll audit reports: Gross Variance, Retro Processing, Period compare reports, Gross is 0 audit, etc.

Process EIB's for Third party sick, STD, Union Initiation deductions, Union Dues deductions

Approve/sign-off timecards for my sites in ADP E-time: 4 company codes – 3k employees

ROBERT HALF ACCOUNTEMPS
Payroll Professional Contractor 9/2018 – 12/2018 and 01/2022 – 4/2022
Clients: HMT Inc and Spencer Ogden
Last Assignment and Duties: Hybrid Payroll Administrator - SPENCER OGDEN (01/2022 - 04/2022)

Process multi-state, international (CAN/UK), and multi-cycle payroll for 6 company codes – 8k employees

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Perform weekly payroll audits and quarterly payroll audits comparing data against GL and bank statements

Analyze and process expense reports to employees then charge expenses to accounts and cost centers based on invoices

Resolving payroll cases/inquiries regarding employees pay, Employment verifications, and invoice discrepancies

Compile and enter paper timesheet hours and expense reports received by deadline into Tempest

Import payroll data from Tempest (UK payroll system) into ADP to export to Excel reports for weekly Audits

Reconcile and balance payroll, Generate payroll costing, and payroll analysis reports

Process Off-cycle payroll weekly, ACH requests, and Direct Bill wires per invoices

Audit new hire data in Bullhorn and enter in ADP (direct deposit, pay rates, W4 data)

Input benefit arrears, benefit deductions, and approve health benefit changes

Resolve year end issues and handle year end projects (W2's, W2-C's)

REPUBLIC SERVICES
Remote Workday Payroll Specialist – Corporate (4/2019 – 12/2021)

Process weekly and bi-weekly multi-state U.S. payroll for a total of 36,000 employees

Payroll Implementation testing transitioning from Lawson to Workday using Sandbox

Enter historical edits into Kronos for employees missing hours or in need of historical pay code corrections

Top 3 in resolving payroll cases in ServiceNow: inquiries on missing pay, benefit deductions, direct deposit, tax-related inquiries

Process off-cycle final checks, one-time bonus payments, and retro pay in Workday

Audit Escheatment, Third Party Sick pay, Benefits, Timecard corrections

Load Per Diem on Aline cards in ADP Wisely

Set up garnishments, audit pay increases, override rates as needed

Resolved ADP Password resets, W2/paystub inquiries

Complete Employment verifications and legal subpoena inquiries

Update employee W4 elections, direct deposit, and Union deductions

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S-THREE
Payroll Specialist (06/2017-07/2018)

Processed multi-state and multi-cycle payroll for Schlumberger and Huxley (+2000 employees)

Ensured employee timecards were accurate, approved, and entered into E-time

Completed verifications of employment from the state, workers comp, mortgage companies

Ran weekly/monthly reports to perform company payroll reconciliation

Set up employee Ad hocs and process employee placement data

Set up health benefit deductions/401k/ child support garnishments

ROBERT HALF OFFICE TEAM
Administrative Clerk Contractor (08/2015-06/2017)
Clients: One Source Security and Sound, Scientific Drilling, Regent Care Center Kingwood, & Chesmar Homes

Prepare daily financial reports and maintain accounts receivable records and files

Maintain customer database of updated information received and update AutoCAD data for AutoCAD team

Post payments and set up incoming payments

Verify vendor accounts by reconciling monthly statements

Assist payroll department with payroll data entry

Contact clients on outstanding invoices and delinquent accounts

REFERENCES

Name: Prima Doles   **Phone:** 650-709-4896   **Relationship:** Payroll Manager (Meta Platforms)

Name: Keshia Cotton   **Phone:** 510-209-3710   **Relationship:** Supervisor (Republic Services)

Name: Lexus Harland **Phone:** 346-288-5196   **Relationship:** Colleague (S-three)