

Corlette Taylor

Experienced Administrator

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Corlette-Taylor/51d8f9e2de397cb2](https://www.indeed.com/r/Corlette-Taylor/51d8f9e2de397cb2)

To obtain a career in a position offering increased responsibility and challenges which will allow me to utilize accuracy and a detailed-oriented approach to the position.

Authorized to work in the US for any employer

WORK EXPERIENCE

Payroll Coordinator

SunGard Financial Systems - Philadelphia, PA - May 2013 to March 2016

- Process multiple semi - monthly payrolls using ADP Reporter Payroll System and Workday
- Worked with Helios, HRIS & Workday Systems to ensure accuracy of employees' time and personal information for perfect flow to ADP.
- Perform complex and detailed payroll related work with speed verifying data for accuracy.
- Prepare reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Monitor direct emails and payroll mailbox emails to ensure all questions are responded to in a timely fashion.
- Update payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Review salary change reports to ensure retro payments are processed accurately and timely
- Analyze all payroll processing reports generated from ADP and Workday to ensure taxes, bonuses, commissions, draw payments, new hire and terminations are handled appropriately and in a timely manner.
- Manually calculate nonexempt employees overtime
- Ensured all final check state laws were adhered to for terminated employees.
- Assist HR Department with transitioning over to the Workday Software from HRIS.
- Ensure that all wage garnishments are handled and executed in a timely manner
- * File confidential records of employee's personal information
- * Distribute incoming mail, monitor and respond to emails in the payroll mailbox

Administrative Assistant-Payroll

Community Education Centers-Coleman Hall - Philadelphia, PA - June 2008 to October 2012

- Pay employees using ADP and Genesis Employee Management System by calculating pay, distributing checks, & maintaining records
- Resolve payroll discrepancies by collecting and analyzing information
- Maintain payroll operations by following policies and procedures; reporting needed changes
- Maintain human resources records by recording new hires, transfers, terminations, changes in job classifications, salary increases, tracking vacation, sick, and personal time.
- Assist new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefits.
- Support human resources department by reviewing resumes & screening applicants.
- Assist with On-Boarding new hire orientation program materials.
- Schedule and coordinate meetings, interviews, appointments, and other similar events.
- Keep records of invoices, purchase orders and supporting documents.
- * Field telephone and email inquiries routing calls to the correct staff member
- * Receive and direct visitors

*Maintain Supplies inventory by checking stock, anticipating needed supplies, placing and expediting orders, verify receipt of supplies

*Schedule and coordinated meetings, interviews, appointments, and other similar events

Staff Clerk, Senior Clerk & Call Completion Operator

Verizon/Bell Atlantic/Bell of PA - Norristown, PA - September 1986 to December 2007

- Provide assistance to job candidates by screening, interviewing, and supplying testing materials
- Resolve problems by clarifying issues; researching and exploring answers and alternative solutions.
- Compute, record, and proofread advertisements & customer listings in the telephone directory.
- Verify accuracy of billing.
- Resolve complaints from customers

EDUCATION

Diploma

Northeast High School - Philadelphia, PA

September 1981 to June 1984

SKILLS

Word (10+ years), Excel (5 years), ADP (7 years), Kronos (Less than 1 year), Payroll (8 years), Administrative Assistant (10+ years), SAP (HRIS) (4 years), Helios (3 years), Workday (1 year), Oracle (Less than 1 year)

ADDITIONAL INFORMATION

Skills

- ADP Enterprise HR
- Workday
- * Oracle
- HRIS-SAP
- HELIOS
- KRONOS
- Genesis Employee Management System
- Microsoft (Word, Excel)