

GLYDEL ARIOSTE, CPP

Senior Payroll Specialist

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PROFESSIONAL SUMMARY

Results-driven Payroll Operations Specialist with 5+ years of end-to-end payroll experience across US, Canada, and international payrolls. Proven expertise in Workday HCM, ADP, and Paylocity platforms. Skilled in payroll tax compliance, multi-jurisdiction processing, employee data management, and payroll system implementation. Holds CPP, FCHRM, and CIPP (UK) credentials. Adept at cross-functional collaboration, process improvement, and delivering accurate payroll in fast-paced environments.

CORE COMPETENCIES

End-to-End Payroll Processing • Workday HCM • ADP Global View & Workforce Now • Paylocity Multi-State & Multi-Country Payroll • Payroll Tax Compliance • Year-End Processing & Reconciliation Process Improvement • Employee Data Management • Payroll Audit & Reconciliation • JIRA & Ticketing Systems

PROFESSIONAL EXPERIENCE

Senior Associate | December 2023 – Present

D&V Philippines (Client: Gusto Canada ULC & US Entities)

- Process bi-weekly US non-exempt (hourly) and semi-monthly exempt payroll in Workday HCM.
- Process and settle daily on-demand payroll for US terminated employees via Workday and OSV.
- Review and approve monthly payroll for Canada, Turkey, and Mexico; manage all related communications and data transfers.
- Generate and submit Advice of Debit (AOD) files and manage new hire cancelled auto pay (CAP) confirmations for Canadian payroll.
- Research, process, and action payroll tax notices including payment of balances due, escalation to OSV, and case resolution.
- Process severance calculations and off-cycle termination pay in compliance with applicable regulations.
- Provide Tier 1 payroll support by resolving employee JIRA tickets and BizOps email inquiries.
- Fulfill reporting requests and perform payroll account reconciliations for Corporate Accounting.

Senior Payroll Accountant | April 2023 – August 2023

Personiv

- Processed accurate and timely multi-state payroll for exempt and non-exempt employees using Paylocity.
- Ensured compliance with multi-state and local payroll tax regulations; maintained active business licenses and Secretary of State filings.
- Implemented and continuously reviewed payroll processing procedures to drive timeliness and accuracy.
- Assisted with payroll-related audit requests and responded to employee inquiries.
- Managed quarterly and year-end processing including federal, state, and local tax reconciliations.
- Partnered with HR team on policy improvements to enhance the overall employee payroll experience.

Payroll Coordinator II | July 2021 – March 2023

AECOM Philippines

- Managed end-to-end payroll operations including new hire setup, terminations, salary changes, leave of absence, and status changes.
- Transmitted payroll via ADP and performed bank account reconciliations for rejected, void, and stop payments.
- Led year-end reconciliation processes and ensured adherence to all internal controls.

- Monitored legislative updates and advised management on payroll compliance adjustments.
- Prepared departmental service level reports for senior management review.

Payroll Specialist | October 2018 – August 2020

ADP Philippines

- Administered full-cycle payroll for a defined employee group using ADP Workforce Now, CCI, and SAP.
- Processed new hires, terminations, pay rate changes, tax status updates, and direct deposit configurations.
- Set up tax calculations, benefit accruals, PTO, and 401(k) deductions.
- Audited source documents for proper approvals; performed self and peer reviews to maintain data integrity.
- Processed and maintained garnishments in compliance with federal and state requirements.
- Provided timely, accurate payroll support to internal and external stakeholders.

CERTIFICATIONS & CREDENTIALS

- **Certified Payroll Professional (CPP)** — American Payroll Association (APA)
- **Fellow Certified HR Manager (FCHRM)** — People Management Association of the Philippines (PMAP) (In Progress)
- **Chartered Institute of Payroll Professionals (CIPP)** — CIPP, United Kingdom
- **Xero Advisor Certified** — Xero (2023)

AWARDS & RECOGNITION

- Vanguard Award — Successful Data Migration from Ceridian to ADP Global View | ADP Philippines (2019)
- Top Performer of the Month | ADP Philippines
- Excellent Payroll Specialist of the Month | ADP Philippines
- Recognition for Payroll Compliance Excellence | AECOM Philippines (2023)