

## **Kanyce Johnson**

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**Software: Greenhouse, PeopleSoft, ADP, ADPWorkforce, ATS System,erecruit, eStaff,Slack,E Verify, Microsoft 365**

### **Professional Experience:**

**California Branch Administrative Assistant/Payroll Specialist, Outsource Staffing Agency December 2021-March 2024 Hybrid Remote**

- Assisted with travel coordination
- Recorded and distributed meeting minutes
- Assisted with employee onboarding (i.e. running background, coordinating drug screens, verifying data etc.)
- Assisted with employment verifications and garnishments
- Assisted senior staff with various projects as needed
- Assisted with weekly timecard collection and troubleshooting of timecard issues with external candidates
- Collected and helped administer candidate paperwork and onboarding
- Entered, organized, and keep record of direct deposit authorizations, W4 forms, I9 documentation, and other onboarding documents
- Managed payroll processing for 500+ employees ensuring precision in compliance with company policies and regulations.
- Performed data entry
- Ensured seamless and efficient operations for the recruiting, sales, and Branch Leaders
- Interfaced with internal and external employees to answer questions and follow up while maintaining high levels of customer service both in-person and over the phone
- Utilized internal database and onboarding resources daily
- Prepared and processed payroll reports, tax filings, and reconciliations in a timely manner
- Conducted audits to ensure data integrity and accuracy in payroll systems
- Provided excellent customer service to employees regarding payroll inquiries and issues
- Maintained accurate and complete employee personnel files
- Performed heavy administrative tasks, as needed (i.e. managing inventory, ordering office supplies and marketing)
- Managed employee training for all new recruits over two month period and offered continuous guidance, advice and mentorship on duties and practices

**Human Resources & Payroll Specialist, Able Services (Let go due to Covid-19) Hybrid Remote January 2020 – April 2020**

- Trained employees and managers how to enter, approve and perform general time related functions within ADP
- Troubleshoot ADP access for all ADP users
- Managed and distributed tickets that come in for multiple departments
- Labeled and prioritized tickets based upon request of ticket
- Assisted with ticketing system inquiries from the different users
- Generated reports for outdated tickets to senior management
- Resolved tickets related to TLM Support
- Assisted Managers or others with time related reports and payroll processes, including daily reports
- Delegated the correction of employee accrual imbalances within ADP
- Assisted Managers with labor and production rates and reports, including attending bi-weekly production meetings with each senior manager
- Employee Device Setup (setting up / shipping out time device(s) at a new job (time clock, IVR Device)
- IVR, Mobile, Clock Support including assisting with timecard Issues and advising managers on proper resolution
- Monitored Clock Statuses and troubleshooting devices when they go down in a timely manner.
- Monitored and troubleshoot system outages and Clock issues reported from the field and our providers
- Set up new ADP Back office work rules to better assist field with their needs
- Timecard Issues (DAILY)
- Assisted with payroll processing in a timely manner, ensuring timecards are approved appropriately

**Operations & Payroll Specialist, San Francisco International Airport (Contract) October 2019 – December 2019**

- Ensure time and attendance records are submitted on every employee within established deadlines
- Reviews timecards to ensure compliance with reporting policy and for accuracy of timekeeping calculations
- Perform a variety of clerical duties including typing, filing, record keeping, proofreading and processing information
- Maintain a variety of logs, records and files including compiling information from a variety of sources and preparing summaries and reports including related to attendance and enrollment data
- Organize and distribute paychecks and pay stubs to team members
- Provide solutions for current and upcoming operations regarding shift assignments and provide solutions to the operational leadership team

- Monitors situations through times of irregular operations and unscheduled events to recommend staffing adjustments
- Operate in a fast-paced and ever-changing environment to help meet and exceed operational targets while maintaining service, timeline, and compliance requirements
- Demonstrate and maintain open and honest communication, creating an inclusive, engaging, and high-performance culture that demonstrates McGee's values of Safety, Service, Integrity, Mutual Respect, Accountability, and Pride

**Office Manager, Ridgeway Electric      September 2019 - October 2019**

- Collaborated and supported owner in coordinating the activities of commercial and Residential Electrical projects
- Ensured the cost and schedule meetings
- Accurately communicate daily performance to Project managers and owners regarding any challenges, or major impacts.
- Maintained schedules, manage budgets, manage change orders
- Customer service- answered phones, and answered any customer related inquiries.

**Recruiting Coordinator, Branch Metrics (Contract)      July 2019 - August 2019 (Hybrid Remote)**

- Coordinated several areas of the recruiting process, including scheduling phone/video interviews, on-site interviews
- Learned organizational processes, policies and procedures with minimal ramp up time
- Handled a variety of administrative duties for HR leaders and staff including calendaring
- Coordinated candidate travel and handled all reimbursements
- Assisted with onboarding process, sending documents I-9 and W-4 forms, processing paperwork
- Contacted references and performed background checks and new employee orientations
- Consulted with employers to identify needs and preferred qualifications for candidates
- Booked flights, handled travel arrangements, kept up with expenses and reimbursements
- Assisted with processing HR paperwork
- Produced reports, presentations, flyers, spreadsheets, graphs, charts, diagrams, and illustrations.
- Informed applicants about the job benefits and conditions and salary
- Collaborated with hiring managers and recruiters with requisitions and job postings
- Used Concur System to manage expenses, including travel expenses

**Registrar & Office Manager, SFUSD**

**August 2015 - March 2019**

- Optimized the record keeping system of the company from manual input by multiple users, to an online system for supervisors
- Coordinated travel plans and schedule for supervisor
- Prepared, proofread, and formatted correspondence
- Processed documents before, during, and after the semester for SFUSD students
- Enrolled and assisted families with the enrollment process
- Handled a variety of administrative duties for HR leaders and staff including calendaring and creating PowerPoint presentations
- Co-organized an event bringing in an annual revenue of \$1M
- Planned and coordinated on-site and off-site meetings
- Successfully prepared reports, letters, spreadsheets and memos

- Designed surveys, tracked responses, and generated data reports
- Negotiated sub contracts with Director
- Ensured all employees were paid on-time and had employee benefits
- Maintained all calendars for district managers and supervisors to ensure no conflicts occur
- Prepared all enrollment documents and made changes to comply with annual laws
- Answered phone calls and relayed messages
- Data entry using Synergy, Google Docs, Microsoft Word and Excel