

Gustavo A. Padilla

Multi-Client U.S. Payroll · Multi-State Compliance · Payroll Auditing & Process Automation · Risk & Fraud Background

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Professional Summary

Payroll specialist with 3+ years of full-cycle, multi-client U.S. W-2 payroll across PEO and outsourced managed-services environments, covering multi-state and California compliance, pre/post-payroll auditing, GL preparation, garnishment and 401(k) administration, and quarterly and annual tax filings. Consistent record of 100% on-time payroll submission at every payroll employer. Prior fraud and risk analysis experience on the Capital One account (via Concentrix) brings an investigative, controls-first approach to payroll exception handling and audit readiness. Fluent in English and Spanish. Builds automation into the work itself — Excel and Power Query pipelines that consolidate multi-source payroll data, cut manual processing time, and keep reporting refreshable and audit-ready.

Professional Experience

Payroll Specialist

Jan 2025 – Dec 2025

Fourth PEO (via Solvo Global)

- Owned full-cycle W-2 payroll processing for 35+ multi-client accounts (~12,000 employees in aggregate) on weekly and biweekly schedules, plus off-cycle runs and final pay, with 100% on-time submission.
- Served as the primary payroll contact for a 34-location restaurant group — managing hourly/tipped employee payroll, onboarding, and compliance requirements; ran parallel W-2 and 1099 independent-contractor payrolls for a client with both populations.
- Ensured compliance across multiple U.S. states, with client locations in Miami, Fort Lauderdale, Orlando, Naples, St. Petersburg, Atlanta, and Montgomery; proactively monitored regulatory updates and applied them across client accounts.
- Followed and improved standardized payroll SOPs; identified process gaps and documented enhancements to increase auditability.
- Performed pre- and post-payroll audits on wages, deductions, garnishments, tax withholding, and benefits.
- Coordinated with HR and onboarding teams; maintained audit-ready records (W-2s, W-4s, I-9s).
- Collaborated with Benefits, Garnishments, and Client Relations teams; no client ever escalated a payroll to management.

Payroll Analyst

May 2024 – Jan 2025

Vensure Employer Solutions (via Solvo Global)

- Delivered outsourced W-2 payroll and HCM consulting for 100+ client accounts (~30,000 employees in aggregate) across 10+ U.S. states, including New York, Florida, Texas, California, Arizona, Georgia, Alabama, Virginia, and North and South Carolina, with 100% on-time submission.
- Acted as primary payroll contact, resolving discrepancies and ensuring smooth payroll execution from data entry to reporting.
- Served as internal payroll SME, resolving complex multi-state tax and benefits issues under tight deadlines; worked tax notices and agency correspondence for clients.
- Reviewed and validated high-volume time and attendance data; reconciled payroll reports and flagged discrepancies using Excel and HRIS tools.
- Implemented process improvements that streamlined payroll procedures and reduced processing time; supported certified (prevailing-wage) payroll runs alongside a senior specialist — hours entry, payroll summary and invoice checks, report delivery.

Payroll Administrator

Jan 2023 – May 2024

TMF Group

- Managed end-to-end U.S. W-2 payroll operations (~1,000 employees in aggregate) for clients based in 7 countries (United States, Ireland, Norway, Switzerland, Colombia, Chile, China), coordinating with client payroll counterparts abroad — processing, reconciliation, and reporting.
- Prepared payroll GL reports, mapping payroll costs to client-specific accounting structures.
- Administered 401(k) contributions with IRS-compliant processing; ran off-cycle payrolls and final pay for client accounts.
- Maintained personnel records and supported onboarding/offboarding workflows within HRIS systems.

Fraud & Risk Analyst

Nov 2021 – Dec 2022

- Executed fraud detection and risk management protocols under compliance-driven conditions, investigating suspicious activity across cardholder accounts.
- Analyzed fraud patterns and trends — including common typologies such as account takeover (ATO), payment fraud, and mule activity — to support detection and prevention strategies.
- Worked within rule-based fraud detection workflows; identified anomalies and flagged detection signal gaps for senior team review.
- Documented investigation findings with high-accuracy data review standards; communicated cases cross-functionally in English and Spanish.

Process Automation Projects

Payroll Process Automation

Excel & Power Query

Vensure Employer Solutions,
2024 – 2025

- Designed and implemented an automated workflow using Excel and Power Query to consolidate and transform payroll data from multiple sources.
- Automated data cleaning, validation, and standardization, reducing manual processing time and minimizing errors.
- Built a structured, refreshable reporting process to ensure consistent and audit-ready payroll data.
- Improved operational efficiency in a high-volume, multi-client payroll environment.
- **Additional automation work (personal projects):** multi-system intake and routing workflows in n8n and Zapier with SLA logic, idempotency, and retry handling; API integrations across Airtable, ClickUp, GoHighLevel, and Google Forms; scheduled agent pipelines with version-controlled audit trails. Portfolio: portfolio-gustavoandps.vercel.app

Core Competencies

Payroll & Compliance

- Full-cycle W-2 multi-client payroll · Multi-state & California compliance · Federal, state & local tax withholding
- Quarterly & annual tax filings (Forms 941, 940, W-2, SUI, FUTA) · Client invoicing · AR aging · Collections
- Client-facing payroll operations · SOP development · Pre/post-payroll auditing · HRIS data auditing
- Garnishment & levy administration · GL preparation · 401(k) administration · Off-cycle payroll & final pay · Tax notices & agency correspondence
- Platforms: ADP Workforce Now · ADP Run · ADP SmartCompliance · PrismHR · TriNet

Risk & Controls

- Fraud detection & investigation (ATO, payment fraud, mule activity) · Rule-based detection workflows · Anomaly identification
- Compliance-style controls: audit trails, exception handling, evidence-based documentation

Data & Reporting

- Advanced Excel & Google Sheets · Power Query · SQL (in progress)
- Structured data, templates, mappings, reconciliations, file formats & data migrations
- KPI/metric tracking · Cadenced reporting · Root-cause analysis

Automation

- Process automation & workflow optimization · n8n (self-hosted) · Zapier · Claude Code · Multi-system API integration · Bash · Git

Working Style

- Remote independent execution · Bias toward shipping · Self-directed learner · Outcomes over activity

Education & Languages

- Bilingual — English C2 (EF SET certified) / Native Spanish
- Universidad Nacional de Colombia
- Santa Fe High School — Finance & Business Concentration