<u>WORKDAY CONSULTANT</u>

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Career Objective

A dedicated professional with overall 7+ years of IT/Non-IT experience and into Workday HCM (Human Capital Management) 3+ Years of experience. As a workday technical consultant worked on following areas Workday Integration and Workday Reporting

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Professional Summary:

 As a Workday Technical Consultant, responsible for day-to-day activities involves the following:

Good knowledge on Calculated fields in reporting, business processes, integrations, and other areas within Workday.
Experience in Workday HCM Integrations like understanding in the Business Process Flows, Case Tools, Business Analysis, and transforming them into required formats.
Good Knowledge on modifying XML files to any file format using XSLT.
Designed and built both EIB inbound and EIB outbound integrations in various segments of Workday system and worked with Core Connector, Report Designer, Data Conversions loads, XML, XSLT and web services.
Generated and developed Advanced Reports as needed by business.
Solid experience of Agile Methodologies and Scrum processes.
Strong Experience and Involved in SDLC (Software Development life Cycle).
Scheduling integrations and changing the integration configuration as per the updated requirement from the business.
Experience in fixing the defects in the given time.

Technical Skills

- Workday skills   :   Workday Core HCM, Talent & Performance, Compensation, Recruiting , Security, Business Process , Reports
- Tools   :   ServiceNow, SharePoint

Education Details

MBA – 2011 From SV University

Project Name/Client : Nissan
Role: Business Analyst
Environment : Workday HCM
Aug 2022 – Till Date

- Understanding the Business Requirements by studying the Functional Documents.
- Configuring compensation element like Allowances/Bonus/Merit Plans.
- Worked with business process framework. Editing Business Processes and their maintenance, Knowledge of Domain, Role and User based security.
- Developed Reports and configured in Business Processes.
- Creating Supervisory Organization & inactive activate supervisory org, Move workers with respective Supervisors.
- Created custom object as per the client requirement.
- Worked on Document Transformation, Business Process configuration.
- Creating new My check-in templates as per q1,q2,q3,q4 and Additions. Updating Goal Setting Performance Review Population 2022 edibility rules. Configure employee review template> Template How – Values & Behaviors/ Goals session configuration and updating Employee check-in Text & Manager Check-in Text.
- Updating/ changing section type and section label & updating help text. Notifications and links.

Talent and Performance Module Project:

- Creating new My check-in templates as per Q1, Q2,Q3,Q4 and Additions. Updating Goal Setting Performance
- Review Population 2022 edibility rules KAR's template changes.
- Performing Review cycle MOM for in-progress previous quarter Start performance review goals. Validating the
- results terminated and retired. Creating new Mass Archive Goals rule and doing mass Archive – Completed
- and Not applicable Goals. Carryover with Item Check-In Content from previous quarter to new only 5 Goals.
- Updating/ changing section type and section label & updating help text. Notifications and links.
- While launching performance reviews, using mass operation BP and mass advancing.
- Launching assess potential and All InProgress performance reviews and assess potential tasks and mass
- cancelling pending tasks.
- Mass cancelling manage Goals and validating the results terminated and retired KRAS.
- Executing every quarter closer activity's and launching performance tasks and goals access potentials/
- Additions. Validating Manager check-in Employee Check-in.
- Knowledge on Lockout users (Global functional account) while launching the Start performance reviews. and
- un-lock the users. Testing and solution document preparation.
- Inactivating previous employee review template and Check-in additions templates.
- Skill cloud functionality knowledge. Feedback received and feedback request. Workday guided tour quick link
- updates.

Recruiting Module experience

- Job application changes and updating or creating new question & questionnaires Notification changes.
- Creating new disposition reasons like (Job req closed, Candidate withdraw, hired for other job, unsuccessful
- assessment result) updating recruiting sources. On-boarding setup template.
- Updating background check package link and condition rule.
- Creating and updating external & Internal career sites. Custom branding changes, Header changes, Text color
- changes, Border code Updating Branding, enabling prospect, updating recruiting sources. And updating new
- questioner career sites. Updating external recruiting instructions.
- Updating new reason for job requestions.
- Creating agency and agency and agency user allowing them to post external career site.
- Creating new document approach as request by HRBP's Text block changes. Updating text blocks fields for
- offer letter generation.
- Onboarding validation changes. Adding new custom notifications and system notifications changes updating
- Help text.
- Good Knowledge Globel Hire process and Re-hire process. Using pre-hire details.
- Purge former data as per Data privacy policy. Knowledge on MS teams. Purge pre hire id's.
- Knowledge Yello system & Kenexa recruiting system process. And implementing interview schedule process in
- workday.
- Creating new Hire reports onboarding boarding and attrition rate results into dashboard for HRBP.
- Workday Implementation for new Countries & (Japan Phane II implementation) Diageo PDL Data convention project.

- Classified
- Whenever the organization expands its business into new territories, the employees of that region need to be
- incorporated into Workday.
- Need to enable all the country related features using Edit Tenant Setup and Maintain Localization settings and
- Business Object Translations task.
- Configure the BP where there is a need for country specific flow and approvals.
- Create new Time Off and Absence plans where there is a need for country or region specific to be adhered to.
- Load the Organizations, Positions, Job Requisitions and employees Data into the system using EIB
- Configured new Comp grade plans, Allowance plans and OTP plans specific to the country.
- Added the country name in the Condition rules wherever was necessary.

- I have implemented the 2020 R2 release feature of Automatic Initiation of Termination using the Mass
- Operation Management.
- This new feature enables us to initiate Termination to FTC and End Contract for Contingent Workers.
- Though the Workday account of these workers are disabled after the Contract End Date, they are still deemed
- to be active workers, and this may cause legal implications to the organization.
- This feature enables us to use the Worksheets option to load the workers who are eligible to for Termination
- either manually or automatically through a report.
- This feature can be implemented to be scheduled as part of Mass Operation Management or a stand-alone
- task of Launch mass Action Event.
- With this feature we can only Initiate the Termination/End Contract for the workers and the transaction will
- be routed same as the stand-alone transaction.
- I have created Alert Notifications to the Managers to complete the transaction which was initiate d
- automatically before 7 days of the worker's Last day and escalation Alert to HRBP before 2 days of
- Termination's effective date.

Reorganization:

Business Structures change	Company (Legal Entity) Change	Finance Function change
Cost Center change	Finance Entity change	Pay Group Change
Location Change	One-Time Payment Upload	Salary Plan/Comp Change or AIP Target Percent Change
Product Line – Employee update	Product Line - Contingent Worker update	Phone Numbers change
Termination	Job Profile update	preferred name change
Probation	Legal name change	Work Location Change

Project Name/Client   : Replicon
Role   : Integration Consultant
Environment   : Workday HCM
July 2020 – May 2022

Description: Worked on Workday Core HR Projects for an America based Leave Management Organization
which included developing integrations for population of America and Global regions.

 Role and responsibilities:
• Understanding the Business Requirements by studying the Functional Documents.
• Created various EIB outbound integrations for sending employees data from Workday system to external GDW system.

• Developed the custom reports for sending the Job Anniversary alerts to the Workers managers for initiation the OTP Plan.
• Configuring compensation element like Allowances/Bonus/Merit Plans.
• Configuring Compensation Eligibility Rules, Grades, Package & Mapping with Job Profile.
• Worked with business process framework. Editing Business Processes and their maintenance, Knowledge of Domain, Role and User based security.
• Day to day support of Workday HCM, Security, Compensation and Reporting issues.
• Involved in crating the inbound integration using Workday studio and Workday out SOAP, router component to load the currency rates into workday system.
• Worked with creation of Supervisory Organizations, Reorganizations, Subordinate Supervisory Orgs and Organizational Hierarchies.
• Worked with different staffing models, defining Hire restrictions to Job Management, Position Management. • Maintenance and creation of Workday Supervisory Organizations, Locations, Positions, Cost center, Cost center hierarchies.
• Created the new outbound integrations to sending the time off corrections information from workday to ADP payroll system.
• Creating the custom reports as per the client requirement and preparing the UTP documents

Project Name/Client : ADP India Private Ltd
Role : Integration Consultant
Environment : Workday HCM
Sep 2019 – June 2020

Description: They are migrating from Peoplesoft to Workday for multiple countries for their organization. We are providing the Implementation Support. The support areas are Configuration of Business Process changes, Report changes/Development, Data upload, Integration Issues, Data correction.

Role and responsibilities:
• Creating Supervisory Organization & inactive activate supervisory org, Move workers with respective Supervisors.
• Business Process issues (Like Hire stuck with Un-assigned step, Approval reassigned to another HR's, start date change, Sending onboarding links & workday login credentials to new hires. Workday Login issues)
• Delegation request (Workday Inbox delegation, Delegation in progress issues) • Foundational data change cost center/ location.
• Mass uploads like (Compensation Merit plan, Bonus plan, AIP changes SIP changes, Allowances changes, Salary plan changes, Annual total compensation changes.
• Data Removal (Purge Records & cleared pre hire id's,) Mass rescind BP
• Assigning security roles as per level like (Hr transactional, Hr recruiter, HRBP,)
• Converting CW to FT through Kenexa (Good knowledge of EMA Hire process CW to FT conversion)
• PMD & Goals Issue & Assess potentials issues (9 Box Grid, how to pull PMD report & Assess potential reports.
• Workforce Management process – Contingent worker issues (like- End contract, Contact information update, Extent contract, Move worker, Conversion CW to FT)
• Transfers, Promotions, Job changes issues.
• Talent Mgt Create Job Req, Req Freeze& Unfreeze, Changing recruiter for the Req & HM change, Edit Job Req, Close Req. New Hire's Mass upload.

Declaration

I hereby declare that all the information provided above is true, complete and correct to the best of my knowledge and belief.

M. Sateesh Kumar