**Rashmitha**

**Certified Workday Lead**

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**Professional Summary:**

**CertifiedWorkday Consultant** with 5years of IT experience and **Workday Techno - Functional Consulting**Experience.

* **Certified** in **Workday Integrations** and **Trained** in Workday Report writing, Calculated Fields, HCM, Security, Integrations, EIB, Core connectors and Studio.
* Subject matter expert in Workdaywith hands-on experience in large-scale, full-life cycle implementations. Handled multiple roles like WorkdayReport Writer, Developer, Analyst, QA and Security Admin.
* Demonstrated Technical and Functional experience in domains like **HR, Payroll, Financials Management, Time Tracking, Absence Management, Security andCompensation.**
* Experienced in conducting Workday **Discovery sessions**, **Configuration, Implementation, Testing,Workday security configuration, Deploy** solutions for Workday Customersand provided**production support.**
* Expert in writing Workday Reports of type **Simple, Advanced, Matrix, Composite, Trended, Search, BIRT, Nbox, Dashboard development** and **Workday Analytics in different functional areas.**
* Hands on Experience in Creating Workday **Calculated Fields** of type Lookup related value, True/False, Extract single instance & multi-instance, Arithmetic calculation, Evaluate Expression, Numeric/Text constant, Substring Value, Lookup value as of date, Lookup range band, Format Text and various other types.
* Proficiency in Setting up **Business process** in different functional areas by adding different steps likeAction, Approval, To Do, Report, Review Document, added Custom Notifications, step delays, advance routing restrictions and Condition rules on steps.
* Good experience with building inbound/ outbound integrations Using **Core Connector, Workday Studio, and EIB**.
* Experienced in writing complex **XSLT** and thorough understanding of **XML, XPATH** and **REST based APIs** in Workday.
* **Scheduled** various Integrations, Report and alerts to run on a recurring basics.
* High level knowledge in Conducting **Unit testing, UAT testing**by working with SMEs, vendors, internal teams and cross-teams in various Functional areas, Business process, notifications, Integrations and Reports.
* Responsible for **migrating built** from Sandbox to production using tools like Solutions and Object Transporter.
* **Troubleshooted**day to day issues arising in workday, integrations, reporting issues to identify and fix root causes.
* Expert in setting up Workday **Security** for Clients by creating **security groups, assignable roles**, setting up **business process security policies, domain security policies**, **sharing reports** and setting up integration security via **ISU account**.
* Worked on various **Ticketing** systems like JIRA, Gemini, and Service Now for opening tickets and for documenting the development progress, testing results, approvals in the tickets.
* Ability to coordinate assigned deliverable schedules to **ensure client’s timelines are met**.
* Thorough understanding of all phases of the **Software Design andDevelopment Life Cycle** (SDLC) and methodologies like **Agile** and **Waterfall** including prototype development etc.

**Technical Skills:**

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| ERP Systems | Workday |
| Workday Modules | * Core HCM, Payroll, Finance, Procurement, Recruiting, Compensation, Benefits, Time tracking and Absence management. |
| Workday Skills | Reports, Calculated Fields, Business Processes, Dashboards, Notifications, Alerts, Security, Migration, Testing& Integrations -EIB, CC, Studio, |
| Languages | XML, XSLT, XPATH, SQL Server |
| Methodologies | SDLC, Waterfall model, V-model, Agile-Scrum, SWOT |
| Document Processing | MS PowerPoint, Visio, Excel and Access |

**Professional Experience:**

**Client: Electric Reliability Council of Texas, Austin February 2017 –Present**

**Role: Workday HR – FinanceLead**

**Description:** The Electric Reliability Council of Texas manages the flow of electric power to 24 million Texas customers representing about 90 percent of the state’s electric load. As the independent system operator for the region, ERCOT schedules power on an electric grid that connects more than 46,500 miles of transmission lines and 570+ generation units. It also performs financial settlement for the competitive wholesale bulk-power market and administers retail switching for 7 million premises in competitive choice areas.

**Responsibilities:**

* Worked on Workday implementation and Post Production Support Work with Substantial Functional and Technical expertise in modules like Core HCM, Payroll, Finance, Procurement, AP, Talent, Recruiting, Compensation, Benefits, Time tracking and Absence management.
* Worked in all phases of the Workday implementation lifecycle namely – Requirement gathering, Analysis, Design, Development, Testing and deployment.
* Go to person for creating workday reports of type Simple, Advanced, Matrix, Composite using different data sources in order to match requirements in HR, Finance, Budgeting, Time Tracking, Absence Management, Headcount, Compensation, Talent Management, Recruiting, Benefits, and Payroll areas.
* Worked on several calculated fields like extract single instance, extract multi instance, look up related value, Evaluate Expression, True or false conditions, Arithmetic Calculation, formatting date fields etc.
* Created various Matrix Reports with Row Grouping, Column Grouping, Summarizations like Average, Count, Maximum, Minimum & Sum, Added Drillable fields, detailed data, Filters and Output formatting in to table or chart.
* Performed arithmetic calculation in Matrix report for counting, averaging, summing, ranging between maximum and minimum.
* Created Various Composite reports with Control Fields, Sub reports, Data, Lookup Field values& Calculations
* Create various Composite reports with Sub reports (Matrix reports) for HR, Finance, Projects, Budgeting, and Procurement. Some of these reports would be Budget-to-Actual, Cash Flow – Direct & Indirect, Positions Budgeted/Unbudgeted/unfilled by Organization, Trial Balance Trend Analysis, Forecast vs. Actuals – Project Hours by Month, Gender Analysis, Headcount Analysis by Department, Income Statement by Quarter etc.
* Created Business Form Layouts for the reports built in compensation using BIRT in Workday Studio.
* Setup Various Custom Metrics for HR and Finance like Average Comp Ratio, Average Time to Start, Contingent Worker %, Disabled %, Employee Headcount, Female Population %, Employee Movement, Hires, Internal Job Fill, Intern Headcount, Gross Margin %, Profit Margin %, Net Income, Total Equity, Total Liabilities etc.
* Created Various Custom Dashboards with Work lets, Tasks, Reports and External links for HR and Finance like Executive Dashboards, Merit dashboard, Time Tracking dashboard, IT Dashboard, HR Business Partner dashboard and setup various other workday delivered dashboards as well.
* Created a lot of Scheduled future Processes for Reports, integrations, Alerts.
* Strong knowledge of EIB, Core Connector, Document Transformation and Workday Studio. Performed simple integrations using EIBs and Complex integrations using Workday Studio.
* Hands on experience with Web Services APIs, XML, XSLT.
* Configured various business processes in Finance, Time Tracking, Absence, Compensation, Payroll, Talent Management, Recruiting, Benefits by adding Custom Notifications, Validation rules on Steps & notifications, Added advance routing restrictions, Step Delays, Help Text etc
* Go to Security expert for all security related implementations and Troubleshooted various issues related to workday security.
* Created Various Security Groups like User Based, Role Based, Intersection, Job Based, Integration, Segmented, Organizational, service center Security groups.
* Created Assignable roles enabled for Cost center, Cost Center Hierarchy, Supervisory, Company, Company Hierarchy, Region, Candidate Pool, Job Requisition, Location Hierarchy etc.
* Setup Various Business Processes Business Process Security Policies by Granting Security Groups Access to Initiation, Review, View all, View completed only, Approval, Adhoc Approval, Cancel, Rescind, Correct, Deny and Setup advance routing restrictions on BP steps.
* Setup various Domain Security Policies by granting Security Groups access to Secured Action items under Report/Task Permission (View/Modify) and Integration Permissions (Get/Put).
* Created Integration system Users and added them to Integration system Security group to assign it to Integrations.
* Worked on Granting Report Security by sharing the report with all authorized users or sharing it with specific authorized Security groups or users and Transferred Report ownership.
* Responsible for opening Workday Support Case for Workday Bugs and opening workday brainstorm idea and questions on workday community.

**Client: Tribune Media January 2016 –January 2017**

**Role: Workday HR –Financial Specialist / TestLead**

**Description:** Tribune Media is home to a diverse portfolio of television and digital properties driven by quality news, entertainment and sports programming. Tribune Media is comprised of 42 owned or operated broadcast stations, national entertainment network WGN America, Tribune Studios, Grace note, WGN-Radio and a significant number of iconic real estate properties and strategic investments.

**Responsibilities:**

* Worked on WorkdayImplementationwith Substantial Functional and Technical expertise in HR, Financial solutions.
* Served as trusted advisor and Workday expert to the client, providing recommendations, best practices, and lessons learned to enable a successful Workday project.
* Worked in all phases of the Workday implementation lifecycle namely – Requirement gathering, Analysis, Design, Development, Testing, deployment and scheduling.
* Created and Generated different kinds of reports – Simple, Advanced, Matrix and Composite reports to meet client requirements within the workday tenant.
* Create calculated fields for Custom Reports to ensure required report delivery.
* Configured workday given and custom created dashboards with work lets and menu items in different functional areas.
* Troubleshoot integrations and reporting issues to identify and fix root causes.
* Deployed Various Reports, integrations and solutions from Sandbox to Production.
* Worked on creating inbound/ outbound integrations Using Core Connector, Workday Studio, EIB, managed business processes, Report Writing, Creating Workday Calculated Fields, Custom Reports and converted legacy data into Workday.
* Worked on creating multiple complex **XSLT, XML, XPATH** and **REST based APIs** in Workday.
* Coordinated with vendors and made sure they receive the Integrations output files via SFTP.
* Created **Business process** in different functional areas by adding different steps like Action, Approval, To Do, Report, Review Document, added Custom Notifications, step delays, advance routing restrictions and Condition rules on steps.
* Handled all Security related work for client from implementation, testing and deploying the security setups to Production.
* Worked with Workday Change Management in creating change management documentations like Implementation plan, Test plan, Test Evidence, Back out Plan to present to change board.
* Was asked to be a Lead for testing of an 8 -member workday team in developing and implementing quality-assurance and quality-control methodologies for a media industry clients to ensure compliance with QA standards and customer specifications.
* Responsible for Creating the Test Strategy, Test Plan, Conducting Daily Triage Meetings, Providing Test Metrics, Escalating and following up on Issue Resolution.
* Created roadmaps, timing of upgrades and maintenance for Tribune Media development environment for every workday release.
* Developed and stepped through test scripts to evaluate new releases of Workday, and determine impact to Tribune Media.
* Created business and technical requirements documents for enhancements and configuration changes.

**Client: Blue Cross Blue Shield July 2014 – December 2015**

**Role: Workday HR - Payroll Consultant**

**Description:** Blue Shield of California, an independent member of the **Blue Shield Association**, is a **not for-profit health plan** dedicated to providing Californians with access to high-quality **health care** at an affordable price.

**Responsibilities:**

* Helped customer implement Workday Core HCM, Payroll, Finance, Time Tracking, Security, Benefits, Absence Management, Payroll and Compensation.
* Conduct working sessions with clients to gather, understand, and analyze business requirements.
* Designed and implemented requirements into Workday HR, Finance and Payroll solution by helping the client convert legacy data into Workday, and assisted the client in testing the Workday solution.
* Go to person for creating different kinds of reports like Simple, Advanced, Composite, Matrix reports to meet client requirements within the workday tenant.
* Created calculated fields for Custom Reports, Condition Rules, and Validation rules to ensure required Requirement delivery.
* Wrote reports that extract Workday data and manipulate the data in other formats for various needs.
* Created inbound/ outbound integrations Using Core Connector, Workday Studio, EIB using complex XSLT, XML, XPATH and REST based APIs in Workday.
* Created and Modified Business processes by adding steps, custom notifications, condition rules, advance routing restrictions and step delays in various function areas.
* Helped the client with Security related requirements like granting access, setting up new security features and modifying existing setup.
* Created various security groups, assignable roles, set up business process security policies, domain security policies, sharing reports and setting up integration security via ISU account.
* Troubleshootedday to day workday problemsin integrations, reports, security and worked with business in resolving the issues.
* Responsible for Workday Release management by creating/updating test cases for every workday release, coordinated release testing session with SMEs and user to make sure testing is completed before release and fixedbugsidentified during the testing by working with workday support.
* Provided guidance and training to HR team members/ SMEs, managers and employees on processes and tools, and the future capabilities of the product.
* Responsible for gathering and documenting customer requirements, designing, tracking, reporting and analyzing key organizational and operational reports.

**Education:** Bachelor of Science in Information Technology, JNTU - Hyderabad,Telangana, India

Master of Science in Engineering Management, California State University, Northridge - LA, CA, USA