**Swetha Reddy**

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**Summary**

11 + years of experience in Human Resource Information Services especially in Workday HCM and well versed in various functional areas including Integrations.

**Work Experiences**

**Swinerton Inc July 2020 – Present**

**Workday HCM/Integration Consultant**

* Designed and configured benefit programs in Workday as well as configuration of Open Enrollment
* Configured new benefit plans, rules, Benefit groups
* Implemented and managed the company acquisitions
* Configured Time off plans
* Perform Workday business process configurations, build condition rules and reports as needed to demo functionality and meet the needs of the business.
* Worked on Organization Setup – Company, Supervisory Org, Cost Center, Location, Position etc.
* Worked on Job Profiles, Compensation Components, Setup Compensation Eligibility Rules, Compensation Grades & Grade Profiles and Compensation package in Workday system.
* Creating the new business processes and notifications in implementation and sandbox tenants based on the designed business flow diagrams.
* Created new security groups and updated existing security groups based on the roles and requirements
* Built benefit integrations and Bank integrations using EIB, Document Transformation, connectors, Studio to various vendors.
* Schedule reports and integrations.
* Creating simple and complex Inbound/Outbound integrations using different Workday Integration tools.
* Developed Several EIB inbound and outbound integrations.
* Developed multiple advanced reports, composite and matrix reports.
* Created several custom reports and exposed as web services for several vendor files.
* Maintain all integrations to downstream systems like Active directory, CMic.
* Created XSLT scripts for Integrations to transform XML data.
* Provided Mentorship and Design documents for Reports and Integrations.
* Worked extensively using excel spread sheet for workday conversion and matrix report.
* Modified Merit and Pay statement performance review report and pay slips using workday report designer (BIRT) for client requirements
* Developed several custom reports using Workday Report Writer and Workday Studio BIRT and Modified Workday Standard reports according to client requirements.
* Worked with client to build new reports from scratch and build a fit/gap related to the technical aspect of workday reporting
* Created calculated Fields using various functions and used them in custom reports and Integrations.
* Manage Workday functional and technical ticketing queue across all of People Operations through Freshservice to ensure tickets are addressed in a timely manner with excellent customer service with an ability to negotiate priorities.
* Partner with broader People Operations Team to assist in researching new capabilities within Workday.
* Day to day support on all modules and integrations to the downstream systems.
* Ability to work with all levels of the organization in a collaborative way.

**EllieMae Oct 2019 – June 2020**

**Workday HCM/Integration Consultant**

* Involved Implementation of Workday HCM like Core HR, Payroll, Benefits, Advance Comp, Time Tracking and Absence Management and Recruiting.
* Configured and supported Workday Absence and Time Clock.
* Aligned with Learning and Development Leaders to design, configure and analyze Performance Programs (Annual, Mid-year and Goal Process) in Workday.
* Configured and tested Workday Compensation including Packages, Salary and Allowance Plans, Bonus, and Commission Plans.
* Created Compensation Rule (Eligibility rules), Compensation Plans, Compensation Grade, Grade Profiles and Compensation Packages.
* Worked on the Object Management Systems like Role-Based Security, User-Based Security and Job-Based Security Groups.
* Maintenance and creation of Workday Supervisory Organizations, Locations, Positions, Company, Cost centers, Cost Center hierarchies.
* Creating simple and complex Inbound/Outbound integrations using different Workday Integration tools.
* Developed Several EIB inbound and outbound integrations.
* Developed multiple advanced reports, composite and matrix reports.
* Built benefit integrations using EIB, Document Transformation, connectors, Studio to various vendors.
* Schedule reports and integrations.
* Created several custom reports and exposed as web services for several vendor files.
* Maintain all integrations to downstream systems like Active directory.
* Created XSLT scripts for Integrations to transform XML data.
* Provided Mentorship and Design documents for Reports and Integrations.
* Created Inbound Workday Studio to populate the Employee Certificates data into Workday.
* Worked on Core connectors, Workday studio and Document Transformation.
* Worked extensively using excel spread sheet for workday conversion and matrix report.
* Created custom reports like Benefit census, Open enrollment repots, HR Audit, Payroll changes using workday report writer
* Modified Merit and Pay statement performance review report using workday report designer (BIRT) for client requirements
* Developed several custom reports using Workday Report Writer and Workday Studio BIRT and Modified Workday Standard reports according to client requirements.
* Worked with client to build new reports from scratch and build a fit/gap related to the technical aspect of workday reporting
* Created calculated Fields using various functions and used them in custom reports and Integrations.
* Created Inbound Workday Studio to populate the Employee Certificates data into Workday.
* Configured Integrations In Business Processes, added step rules and Notifications to BPs.
* Configuring Business Processes according to the Business Requirement.
* Configuring onboarding BP's like the new hire, for transfers only
* Developed several reports using Workday Report Writer like Salary Changes, Severance, Payroll Earnings, Medical Enrollments, LTD Participants, Med, Dent, Vision, Salary plan etc reports as part of Implementation.
* Manage Workday functional ticketing queue across all of People Operations through Service Now to ensure tickets are addressed in a timely manner with excellent customer service with an ability to negotiate priorities.
* Partner with broader People Operations Team to assist in researching new capabilities within Workday.
* Perform Workday business process configurations, build condition rules and reports as needed to demo functionality and meet the needs of the business.
* Day to day support of Workday HCM, Recruiting, Security, Benefits, Payroll, Compensation and Reporting issues.
* Involved and gathered client requirements, business needs and project objectives, via feedback sessions and client meetings, in collaboration with all stakeholders.
* Design and develop HR and Compensation related Custom Reports, Security Management, Business Process configuration and configuring the application according to customer requirements.
* Worked in Organization Setup - Supervisory Org, Cost Center, Location, Position etc.
* Worked on Job Profiles, Compensation Components, Setup Compensation Eligibility Rules, Compensation Grades & Grade Profiles and Compensation package in Workday system.
* Worked on web services like request compensation change, termination.
* Responsible for calculated fields in reporting, business processes, integrations and conditional rules within Workday.
* Creating the new business processes and notifications in implementation and sandbox tenants based on the designed business flow diagrams.
* Worked on configuring Domain Security Policy and Business Process Security Policy.
* Involved in multiple cross functional meetings with HCM team and the customer in architecting the Data flows between Workday.
* Supports HR technology projects or initiatives involving Workday HCMS. Configuration responsibilities may include modifications to business processes, compensation set-up, security configuration, condition rules and notifications, payroll earnings/ deduction codes and reports.
* Created test scenarios for testing all in scope many Business Processes like Hire, Job Change, Promote, Terminate, Compensation changes, Employee Self Service process, Manager Self-service processes, etc.   
  • Developed test scenarios and test cases for all in scope Business processes (hire, job change, terminate, etc.) along with testing of security role mapping for each of the Business processes.
* Work with business team to review report requirements. Maintain/Assign security role assignments. Configured Workday security roles and groups to the required level of confidentially and segregation of duties.
* Ability to work with all levels of the organization in a collaborative way.

**PayPal April 2019 – August 2019**

**Workday HRIS Analyst**

* Day to day support of Workday HCM, Recruiting, Security, Payroll, Compensation and Reporting issues.
* Involved and gathered client requirements, business needs and project objectives, via feedback sessions and client meetings, in collaboration with all stakeholders.
* Design and develop HR and Compensation related Custom Reports, Security Management, Business Process configuration and configuring the application according to customer requirements.
* Worked in Organization Setup - Supervisory Org, Cost Center, Location, Position etc.
* Developed Core connector and Document Transformation integrations to get changes file of CSV format from XML Output.
* Configured business process for Hire, Create Requisition, propose compensation, Assign Organizations.
* Worked on Job Profiles, Compensation Components, Setup Compensation Eligibility Rules, Compensation Grades & Grade Profiles and Compensation package in Workday system.
* Responsible for calculated fields in reporting, business processes, integrations and conditional rules within Workday.
* Worked on configuring Domain Security Policy and Business Process Security Policy.
* Involved in multiple cross functional meetings with HCM team and the customer in architecting the Data flows between Workday.
* Supports HR technology projects or initiatives involving Workday HCMS. Configuration responsibilities may include modifications to business processes, compensation set-up, security configuration, condition rules and notifications, payroll earnings/ deduction codes and reports.
* Created test scenarios for testing all in scope many Business Processes like Hire, Job Change, Promote, Terminate, Compensation changes, Employee Self Service process, Manager Self-service processes, etc.
* Work with business team to review report requirements. Maintain/Assign security role assignments. Configured Workday security roles and groups to the required level of confidentially and segregation of duties.
* Ability to work with all levels of the organization in a collaborative way.
* Strong follow-through skills and ability to be the driving force behind the completion of multiple projects.

**TIBCO Software Inc. Dec 2015 - Jan 2019**

**Workday HCM/Integration Analyst**

**Key responsibilities:**

* Managed HR Systems: Configuration of Workday HCM, Security, Goals/Performance, Compensation and Absence.
* Configured workday for Business Processes such as Recruiting, HCM, Benefits, Payroll and Performance Management.
* Implemented Workday modules, documenting requirements, Project Management, UAT, Training and Global rollout.
* Created reports with Workday Report Writer and created custom integrations with third party applications using Workday Cloud Connect and Enterprise Interface Builder (EIB) and studio.
* Building reports in different functional areas such as Benefits, Payroll, Compensation, Time Tracking, Absence Management, and New Hires.
* Configured workday Compensation Packages Including Salary, Bonus, Allowance, Commission, and Merit Plans for multiple countries including merit and bonus plan processing.
* Worked on Compensation Components and created Compensation Eligibility Rules based on Management Levels, Job Profile and Job Family.
* Created compensation grades, compensation grade steps, grade hierarchy, request grade change, Adjustments to compensation grades assigned to job profiles and uploaded the compensation grade profiles and steps using EIB.
* Creating Salary, Hourly, Allowance, Merit, Bonus, Stock, One-Time Payments etc. Managing Data conversions, HR and Compensation Related Custom Reports and other important documents.
* Created Salary Plans, Hourly Plans, Allowance Plans, Benefit Plans, Job Profiles, and Job Families.
* Worked on time tracking, absence management. Assist the client in testing the Workday solution and compensation set-up, security configuration, condition rules and notifications, Time Tracking and Recruiting /Talent Management.
* Worked on Domain Security Policies and Business Process Security Policies.
* Created different staffing models, defining hiring restrictions to Job Management, Position Management.
* Responsible for preparing the migration and deployments for integrations to Sandbox and Production.
* Scheduled integrations, Reports to run on the specific times, Setting up email notifications for failure and other events.
* Modify and troubleshoot of custom reports and configuring Custom Reports into Work lets and use appropriate Related Actions of Workday Business objects that apply to the parameters of the reports.
* Day to day support on all workday related issues.
* Maintain and support HR website. Created webpages using UI.

* Created Google sites(Workday Information Center) and recreate HR website using Lumapps .

**Infor Global Solutions Oct 2011 - April 2015**

**Associate Software Engineer**

**Procadence Systems India Pvt. Ltd Jan 2010 – August 2011**

**Technical Supportive Executive**