

## Workday Functional Consultant

**Sai Kumar Reddy**

**saikumarreddykanchamreddy@gmail.com**

**Phone No: +91 8088396733**

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### Professional Summary

Having 6+ years of experience and including **3.5 years** extensive experience in **workday Functional Consultant** with configuring, analyzing, customizing, maintaining ERP. Expertise in Workday HCM, Compensation, Recruiting, Reporting.

### Core Qualifications & Skills

- Worked with Business Process Configuration, Update the change BP's, Custom Report and Calculate Fields.
- Experience in Workday inbound/outbound integration using EIB's.
- Ability to execute project documentation and interacting with the clients for requirement gathering & analysis.
- Worked on the Object Management Systems like Role Based Security, User Based Security, Job Based Security groups.
- Ability to work in-group as well as independently with minimum supervision.
- Adaptable to learn new technologies and concepts.
- Configuring Compensation Eligibility Rules, Grades, Package & Mapping with Job Profile.
- Day to day support of Workday HCM, Security, Compensation and Reporting issues.

### Education Details:

- Completed MBA from Anna University, Chennai.

### Technical- Skills:

Workday Skills	Workday HCM, EIB, Compensation, Business Process, Security, Recruitment
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### Professional Experience:

- Worked as Sr. HR Executive in **Logon India Infrastructure Pvt Ltd.**, from Feb 2014 to Feb 2019.
- Worked as Workday Functional Consultant in **Kunamneni Technologies Pvt Ltd** from March 2019 to July 2021.
- Worked as Workday Consultant in **HCL Technologies** September 2021 to Sep 2022.

### **Project Profile: 3**

Project Name	:	Workday Supporting Project
Company	:	HCL Technologies
Client	:	ING Groups
Duration	:	September 2021 to September 2022
Role	:	Workday Consultant

#### **Roles and Responsibilities:**

- Assist with ongoing day to day Workday compensation support, creation of Job Profiles, Grade Profiles and Compensation plans.
- Modified configuration of existing business processes of organization as per the new business requirements in Core HCM and Compensation, Creating and Editing compensation plans and creating and modifying compensation eligibility rules.
- Created various EIB Outbound and Inbound integrations for updating employee data to the Workday system.
- Resolved daily tickets based on the priority given in ServiceNow ticketing toll.
- Manage the HRIS development and support process to prioritize and execute requests for changes and/or enhancements to Workday.
- Maintain Assignable role as per client request.
- On Securities – Object management system like Role Based Security, User Based Security, Segment Based Security etc.,
- Creating the advance report and Calculated Fields.
- Experience on Core Connector: Worker
- Upload mass worker data through inbound EIB's and using the RAAS reports in Outbound EIB's.
- Experience on Establishing connection and Testing REST API'S in Postman.

Worked as Workday Functional Consultant in **Kunamneni Technologies** from March 2019 to July 2021.

### **Project Profile:**

#### **Project #2:**

Project Name	:	Workday Support Projects
Client	:	Paypal
Duration	:	December 2020 to July 2021
Role	:	Workday Consultant

#### **ROLES AND RESPONSIBILITIES:**

- Creating supervisory Organizations, creating sub ordinates, assign superior, move workers, Creating Locations.
- Creating the validation rules to accomplish the Client needs for BP Setup.
- Involved in setting up Eligibility Criteria, Workflows and Security Groups to support Business Processes

- Expertise in developing Standard, Advanced, Matrix custom reports and thorough understanding
- of Workday data sources and business objects.
- Day to day support of Workday HCM, compensation.
- Supported & Worked on Compensation.
- Experience on Business Process Definition (Hire, Termination, Job Profile).
- Worked on Validations and condition rules, Notifications, etc., in Business Processes.
- Knowledge on security policies and security groups
- Knowledge on EIB integrations (outbound)

#### **Project #1:**

Project Name	:	Workday Support Projects
Client	:	Adventist Healthcare
Duration	:	March 2019 to November 2020
Role	:	Workday Consultant

#### **ROLES AND RESPONSIBILITIES:**

- Day to day support of Workday HCM.
- Getting L 4 thickets on core HCM.
- Creating the Job profile & Position.
- Assign role to employees and Supervisory organization.
- Move workers to one Super Organization to another organizations.
- Creating the Compensation eligibility rules, Grades & Grade Profile.
- Knowledge on Business Process Configuration and changing the security group.

### **Logon India Infrastructure Pvt Ltd., Chennai as Sr HR Executive from Feb 2014 to Feb 2019**

#### **ROLES AND RESPONSIBILITIES:**

- Coordinating with the accounts team for conveyance and travel related claims.
- Responsible for maintenance of housekeeping staff, leave database.
- Coordinating with the new entrant's appointment letters, employment specifications, PF, ESI, Mediclaim, Corporate Salary account and other employment registration forms like collecting the relevant documents of previous employment, etc.,
- Responsible for maintaining the employee database with regard to their date of joining, address, contact details, references, PF No, ESI No, skill sets and other personal details.
- Processing the Gratuity to the employees.
- Responsible for drafting offer letters, appointment letters, confirmation letters, relieving letters and experience letters.
- Take care of Vendors for Payroll, Insurance (GPA & GMC).
- Monitoring payroll and designing CTC break-up.
- Delivering 'Pay-slips' with all statutory deductions & preparing 'Summary of Pay-slips' including leave calculations.
- PT, PF, ESI - Calculations, remittances, filing i.e., - payment challans, monthly / annual returns & PF transfer / settlement forms.
- Maintaining Registers as per Shops & Establishment Act.

