**Lakshmi**

**Workday Consultant**

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**281-653-7678**

**Professional Summary:**

* 8+ years of Progressive experience in IT industry with above 3+ years in the areas of **Workday HCM, Recruiting, Compensation, Benefits, Reporting**and **Business Analysis.**
* Experience in all phases of the **Software Development Life Cycle** (SDLC), **Workday implementation lifecycle** and support of a post implementation projects.
* Experience working on **Workday HCM and Recruiting Global rollout** and **implementation** which includes **configuring Security groups, Business Processes, Reports, Data Migration,** and **Upgrades.**
* Created various **BIRT Reports** for all workers **compensation as per the business requirement.**
* Designed and configured **Workday Business Processes** for HCM including **Hire, Change Job, Propose Compensation, Termination** and Recruiting Business processes including **Job Application** in Dynamic Label.
* Designed **Business flow diagrams and processes**, which included processes in **Staffing models, job benefits, compensation grades,** and **packages.**
* Worked on Enhancements of **Applicant Tracking System (ATS)** for **Recruiting, Maintenance** and creation of **Workday Supervisory Organizations, Locations, Location hierarchies, Business Units, Project, Positions, Cost Centers, Cost Center hierarchies.**
* Configured and tested **Workday Compensation** including **Packages, Salary & Allowance Plans, Bonus,** and **Commission Plans.**
* Worked on the **Object Management Systems** like **Role-Based Security, User-Based Security, Job-Based, Segment Based, Intersection Based, Service center based Security groups.**
* Operational background, easier understand **business requirements** come from and do the analysis on **ERP** where the system is delivered and **fit gap**
* Worked on different **Security Reports** like **action summary, security analysis, security for securable item, view security group.**
* Involved in Implementation of **Workday HCM** and **Created Inbound** and **Outbound integration** design document for **Workday intergation**
* Provided support to employees and management in handling all **human resource related activities**, which include but not limited to:**employee relations, employee questions** or **concerns, communication and the interpretation of policies** and **procedures.**
* Responsible for the day-to-day **HR systems support** as well as implementing **planned system enhancements** in Workday.
* **Worked on Agile Methodology Extensively to practice-based methodology for modeling and documentation of software-based systems.**
* Created **Compensation Rule (Eligibility rules), Compensation Plans, Compensation Grade and Grade profiles and Compensation Packages.**
* **Testing** with **HRIS staff** as design and **configuration changes** are made.
* Advanced user of **MS Office** (Word, Excel, Outlook, Access, PowerPoint, Excel Functions, **create pivot tables/charts)**
* Facilitated and participated in **discovery sessions with client and vendors**, create the design and mapping documents and submit the same for **sign off.**
* Ability to work independently or collaboratively.

**Technical Skills:**

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| --- | --- |
| **Databases & Tools** | Oracle, SQL Server, MS Access |
| **Workday Skills** | Workday HCM, Recruiting, Payroll, Compensation, Benefits, Time Tracking, Security, Report Writer, and Workday Studio, ERP PeopleSoft, Tableau, Workday Web Integrations SOAP, WSDL, XML, XSLT |
| **Document Processing** | MS PowerPoint, MS Excel, Ms Word, Ms Visio |
| **Methodologies/ Frame work** | Rational Unified Process (Rational Rose, Requisite Pro, Clear Case, and Clear Quest), Waterfall, JAD, Data Modeling, Business Modeling, Visual Paradigm, Agile, scrum, Microsoft Team Foundation server. |
| **ETL\Reporting** | Informatica, Business objects (BOXI) R3 with Crystal Report, BIRT |
| **Database** | SQL, MS Access |

**Professional Experience:**

**Quicken Loans, Detroit, MI Feb 2019 –Present**

**HRIS Analyst**

Quicken Loans Inc. is a mortgage lending company headquartered in the One Campus Martius building in the heart of the financial district of downtown Detroit, Michigan.Quicken Loans relies on wholesale funding to make its loans and uses online applications rather than a branch system.

**Responsibilities:**

* Implementing performance improvement tweaks.
* Providing applications production support and **maintenance**.
* Participating in crisis calls for critical production problems.
* **Documenting** all the changes made to applications.
* Provides technical support and responds to all assigned in**Microsoft Team Foundation server**.
* Supports initiatives involving **Workday HCMS**. Configuration responsibilities may include modifications to **business processes**, **compensation set-up**, **security configuration, condition rules** and **notifications**.
* Createdbuilding **BIRT reports**for employment agreements, offer letters, sick leave, open enrollment documents.
* Created new team member separation reasons.
* Worked on creating 20 different **offer letters** for family companies in **USA**and **Canada**.
* Participated in **stakeholder meetings** to gather and define **business requirements**.Analysesbusiness requirements to present findings to internal teams and work with product owner to identify implementation solutions
* Configured **External** and **Internal Carrier Sites**
* Worked in new family company onboarding into workday.
* Worked on **EIB**'s and Iloads to load the new data and change the existing data.
* Using **EIB configuration**, transformed the format of workday report into required file format using **XSLT** or build in transformation. (CSV, EXCEL).

**Capital One,Richmond,VA June 2018 –Jan 2019**

**Workday System Analyst**

Capital One Financial Corporation is an American bank holding company specializing in credit cards, auto loans, banking and savings products headquartered in McLean, Virginia.Capital One is ranked 11th on the list of largest banks in the United States by assets.

**Responsibilities:**

* Evaluate and **Configure BPs** and Provide innovative solutions to unique **business problems**
* Partner with **hiring manager & HRM** to determine sourcing methods for opening.
* Provide **functional expertise** in the best practices for **design** of **Workday Business Processes**
* Reviewed and updated the default definition for the **interview process** to incorporate **internal questionnaires** for **recruiters** and **Hiring Managers** as well as implementing automated message triggers to candidates at various points in the process based on recruiter actions.
* Support and deliver **data migration** services to effectively migrate from legacy system to Workday
* Create **custom reports** and **dashboards** in Workday to enhance reporting capabilities of legacy system
* Evaluate existing Business Processes and provide recommendations for improvements
* Configured and enhanced **BPs post go live** to maximize productivity.
* Created analytic models to identify best sources for **high-volume hiring**.
* Worked on **US,UK,Canada offer** letters
* Configured BP’s in Recruiting and have done **Unit testing** and **regression testing**
* Worked on testing and provided guidance in **script development, test execution**, **defect tracking and resolution**.
* Configuring Workday **benefits** including groups**, Bonus plans, LOB incentive plans, event types,** and **eligibility rules.**
* Worked on **Security changes**
* Worked on regular **Production migration** from **Tenants**
* Worked on **Bonus plans**and **Compensation plans**.
* Maintain and update **business processes** and **condition rules**
* Created **Calculated Fields**
* Create and **implement custom objects** to support business needs

**Environment**: Workday,Workday Report Writer, Workday Studio, Calculated fields.

**Foresters Financial Services, Inc**- **New York, NY July 2017 -May 2018**

**Workday Recruiting**

Foresters Financial™ is an international financial services provider with a unique history we set out to provide access to life insurance for average, working families. We provide life insurance, savings, retirement and investment solutions that help families achieve long-term financial health and security.

**Responsibilities:**

* Worked on **Post Go-Live support** and enhancements.
* Re - Configured the different associated **Business Processes** for **Workday Recruiting**.
* Involved in Creating **Custom Recruiting Reports** and **Custom Security Groups.**
* Configured **Recruiting Dashboard, Career sites, Offer Letters and Employment Agreement using Document Generator** and **Agency Portal.**
* Developed reports using Workday report designer **BIRT** for client requirements
* Involved in **Configuration of Search committees, Knockout questions, Automatic Dispositioning** and **Notifications for Business processes**.
* Driving **data security** related initiatives as it relates to **Workday, Business Objects,** and other **HR systems**.
* Created overall **tenant management** and **data conversion strategy** for **Workday Implementation.**
* Responsible for executing **project planning, requirements gathering, coordinate/perform testing**and successful **production migration.**
* Provided **Talent Acquisition** support and recommendations to TA Managers, Executive Director, and internal customers.
* Created and maintained a monthly Performance **Talent Acquisition** Dashboard for Executive leaders, Managers, and Recruiters.
* Works with **stakeholders** and **MyHR** Reporting Senior Manager to develop and publish standard, recommended reports to support programs and establish **reporting governance**; has overall responsibility for developing **the report catalog**,ensuring available reports are accurate, current, useful and well documented so fellow team members can easily ascertain **report design**, purpose, content and use.
* Worked on solutions for the implemented**HR functions** of **compensation management**
* Manage the development of **Workday Configuration** documentation for **Advance Compensation** process
* Support the **regular production, distribution and refinement of metrics, dashboards** and scorecards to **GTA**and other **HR support groups**.
* Turn end user input and needs into a **cohesive reporting** and **analysis tool** set for various stakeholder groups..
* **Testing** with **HRIS staff** as design and **configuration changes** are made.
* Design of **User Acceptance Testing** throughout the **implementation process**.
* Capture of **User feedback** and **iterative improvement** of **user interface** and **reporting outputs.**
* Configuration of data security and user security configuration.
* Understands the **employee life-cycle** and **Workday recruit data** must be structured to enable smooth integration with other data sets in the life-cycle.

**Environment**: Workday, EIB, Workday Report Writer, Workday Studio, Calculated fields, EIB.

**United Therapeutics Corp - Silver Spring, MD Dec' 2016- Jun' 2017**

**Workday Recruiting**

United Therapeutics Corporation is a biotechnology company focused on the development and commercialization of unique products to address the unmet medical needs of patients with chronic and life-threatening conditions.

**Responsibilities:**

* Created **Supervisory organizations, Location hierarchies, Region and Region hierarchies, Cost Center and Cost Center hierarchies and Custom organization types,** working with staffing models like position management, headcount management, job management.
* **Designed and developed a set of integrations to integrate Workday HR with Recruiting system.**
* Business Process Administration. **Configure new and update existing business processes** for all **HCM transactions** within **HRMS system**. Includes security configuration, process exceptions, system notifications and automatic task reminders
* Involved in Implementation of **Workday HCM** and **Created Inbound** and **Outbound integration** design document for **Workday intergation**
* Involved in Integration Testing while validating the integrations on periodical workday **upgrades.**
* Designed regression testing scenarios for the integrations during upgrades
* Created various **BIRT Reports** for all workers compensation as per the **business requirement.**
* Involved in configuration of module - **Compensation Plans - Merit, Bonus, Equity, Eligibility rules, guidelines, and program groupings**.
* Involved in configuring **- budget planning, Bonus awards, change in personnel area and work location, work hours, position creation, organization reassignment, promotion, demotion, and salary revision**
* Worked on the **creation of job families, job profiles, and positions**. Configured the Organizational structure by setting up **organizational units, jobs, positions, assigning tasks** to **jobs and positions,** and **Reporting Structure**.
* Created **Compensation Rule (Eligibility rules), Compensation Plans, Compensation Grade and Grade profiles and Compensation Packages.**
* Setup Business Process steps, such as **Action, Approval, Approval Chain and Checklist,** and how they work and **integrate with security groups.** Created the various type of **Validation and Condition rule** for the efficient performance of **Business Process framework**.
* **In addition to developing integrations exposure to functional and technical support for Payroll, Time Tracking, WorkdayRecruiting, Talent Management and Absence Management.**
* Designed and configured **Workday BPs for HCM, including Hire, Change Job, Termination, Propose Compensation, Termination** etc.
* Configured **Security Group** by **creating and assigning Role-Based, User-Based and Job-Based groups** with **security policies**, which plays a vital role in configuring Workday.
* Create **Functional Design documents** and maintain **configuration documents** for the end users and technical team.
* Involved in **gathering requirements and formulating** the requirements for **formatted reports.**

**Environment:** Workday 27/28, Core Connectors, EIB, XML, XSLT, Web services, Calculated fields, iLoads, Excel

**UNDERTONE-New York, NY Jan' 2016- Nov' 2016**

**Workday HCM Consultant**

Undertone is a digital advertising company and wide-reaching resource for the world's leading brands. With our award-winning design team, proprietary technology, and quality media placements, we're here for our partners from ideation to post-campaign analysis.

**Responsibilities**

* Gathered requirements for various Workday **inbound and outbound HR**, **payroll, and benefits integrations**.
* Managed several **integration implementations** by working with **business partners, vendors**, and **developers.**
* Gathered requirements and created functional design specifications.
* Created **test scripts** for **integrations** and new **Workday functionality**.  
  Gathered **requirements** for **Workday reports**.
* Perform maintenance of **Workday structures** such as **supervisory org, location org, talent org,** etc. Assist with **testing** for updates or other purposes. Write **custom reports**, Track work in a case management system.
* Responsible for developing the **reporting strategy** for the **HCM domain**. Advised the business on the use of leveraging the **Workday standard delivered reports**.
* Worked with business users in developing **security roles & profiles and user based security based** on data accessibility.
* Working on **the Design, Build and Testing**/ **Go Live support** in **Core HCM** and the entire **Compensation framework** of **Compensation Management** in Workday including **creating Compensation Elements, Compensation packages, Eligibility Rules (**primarily for **Salary, Bonus, Merit, Allowance** and **Stock Compensation Plans)**
* Created **ad-hoc integrations** for **job changes, Organization Changes, Address, Person Update, Salary, Supervisor, Terminations and locations.**
* Lead **BA on implementation** of Workday **Onboarding functionality** for new hires.
* Project involved analyzing current state of **Onboarding** and **designing** future state with input from **multiple business partners**throughout the organization.
* Performed production break fixes for Workday integrations by troubleshooting, working with business and developers to identify root cause, and **designing** the appropriate solution.
* Also assisted with **test script** creation to verify that all issues are resolved successfully.

**Environment:**Workday 27/26, EIB, Workday Studio, XML, Web Services, XSLT, Report Writer.

**SunTrust Bank -Atlanta, GA Jul'2014-Dec'2015**

**Workday consultant**

SunTrust Robinson Humphrey (STRH) delivers solutions with a unique OneTeam approach. SunTrust Robinson Humphrey® is the trade name for the corporate and investment banking services of SunTrust Banks, Inc

**Responsibilities:**

* Analysis of functional requirements for migration of **PeopleSoft HRMS to Workday.   
  Configured Payroll Integration.**
* Worked on the **Workday Studio Assembly to convert the output from Payroll Integration to multiple output files** based on the requirements.
* Created **the Custom Reports (Workday Report Writer)** for feeds to **Identity Management, SAP using EIBs (Enterprise Interface Builder).**
* Involved in **gap analysis, business process re-engineering, configuration, data conversion, integration, testing, rollout and post-implementation** support.
* Created the **Design Documents for the various interfaces**
* Consult with Senior Recruiters or Executive Recruiting Directors and HRBPs to assist with the successful execution of the **candidate interview, offer and onboarding process for key senior-level and Executive leadership roles.**
* Identify, manage and fix issues that impact **employee, candidate and hiring manager experience including system, process/policy or quality issues**
* Worked on WebServices for **onboardingHire /Rehire, Transfer /Pay Change, off-boarding terminations /leave and updating Workday** with the changes
* Worked on **Workday Business Processes** (Hire/Rehire/Transfer for Cardinal Health)
* Tested several **Business processes** for **security configurations** for Initiate and Approval processes.
* Involved in creating the Applicants**, Hiring applicants into supervisory Organizations**.
* Proposed **Compensation for New Hire, design Business process to hire an employee.**
* Configured **Business Process Security Policies for Business Processes like Advanced Compensation, Benefits, Unions and workforce planning**.
* Developed **business process** models in RUP to document **existing and future business processes.**
* Involved with the team for **Security Configuration** of the employees
* Created the **EIB's** (Enterprise Interface Builder) to run the **custom reports**, use **XSLT's**, **PGP and send the reports to SFTP endpoint**
* Managing, administeringand providing Production Support forexisting **Workday Implementations**.

**Environment:**Workday 27/26, EIB, Workday Studio, XML, Web Services, XSLT,Report Writer.

**EP Energy -Houston, TX Oct’ 2013 - July’ 2014**

**Workday Consultant**

EP Energy, have a proven strategy, a significant reserve base, a multi-year portfolio of drilling opportunities, and a strategic presence in key unconventional resource plays. they also have a passion for finding and producing the oil and gas that enriches people’s lives.

**Responsibilities:**

* Maintenance and creation of Workday **Supervisory Organizations**, **Locations, Positions, Cost centers, and Cost Centre hierarchies.**
* Worked in setting up **AME Rules** for **approvals and notifications** for **employee transfers, terminations and absences approvals.**
* Propose Compensation for **New Hire**, **Edit Government Ids**, **Edit workday Account, Assigning Organization Roles, and Assigning User based Security Groups.**
* Developed and streamlined various employee related **business processes**.
* Workday HR Configuration knowledge and experience in modules like **Personnel Administration, Organization Management, Time, Benefits, Payroll, and Security**.
* Experience in **Requirements Gathering, Design and Analysis**.
* Experience **in implementation, development, customization, upgrading, integration and production support.**
* **Testing Workday HCM** post version upgrade, Preparation of workday related support document.
* Proficient in developing test strategy by **creating test plans** and **executingthem** through various **testing cycles**.
* Experience in creating **standard/custom quarterly, annual and ad-hoc reports** as needed by business and converting existing **PeopleSoft reports to Workday Reports** as part of migration.

**Environment:**Workday 23/22, Workday Studio, XML, Web Services, XSLT 2.0, Report Writer.

**Amerit Fleet Solutions-Walnut Creek, CA**  **Aug' 2011- Sep’2013**

**PeopleSoft Consultant**

Amerit Fleet Solutions is one of the largest providers of dedicated fleet maintenance and management services in the U.S. No other Fleet Maintenance Company can compare to our depth of knowledge and expertise in maintaining and managing the broad spectrum of vehicle and asset types, including alternative fuel vehicles.

**Responsibilities:**

* Setup and configure **Manage Positions** and determining if organization will use full or **partial positions**.
* Contract **Pay setup** for employees with specific schedules and terms for each **applicablecontract/employee**. Create school schedules to use with processing contract pay employees.
* Approval **Workflow Engine** and some **Security set up** for **absence management** and **time & labor** to use with reporting **and approving requested leave and reported time**.
* Apply **PeopleSoft Bundles as delivered by Oracle/PeopleSoft including tax updates and fixes.**
* **Payroll Year End Processes execution** using **sqr's** as delivered by **Oracle/PeopleSoft including balancing, adjustments, and W2 output**.
* General Ledger Interface for either **Payroll dataor Time and Labor output including Project Costing.**
* **Project Costing** set up and configuration with **PeopleSoft Time & Labor set up and coordination with PeopleSoft financial system.** Set up of Integration Broker points for integrating project cost with PeopleSoft financials and related functionalities.
* Facilitated all unit and **system testing and parallel test** of **Payroll and Time & Labor**.
* Experience in **OLAP Cubes, Database design, and data cleansing**.
* Identification of **facts, measures, dimensions, and hierarchies for OLAP model**
* Set up **mapping templates** for each earnings and deductions to define which fields can be used to create account code mappings as defined in commitment accounting requirements.
* Create **Time & Labor rules** to help with the processing of specific time for employees that was being done manually targeted departments.

**Environment**: PeopleSoft systems (7.5 and 8.8, 9.1)

**Hucon Solutions** **- Hyderabad, AP**

**PeopleSoft HCM Developer May2010- July 2011**

Hucon Solutions is an Integrated HR Service Provider for all Corporate. Hucon Solutions offers the broadest HR service portfolio from Executive Search, Staffing, Consulting and Outsourcing to Training.

**Responsibilities:**

* Understand **client's business model and translate** them into **PeopleSoft functional language.**
* **Converting Functional requirements into Detailed Technical designs**.
* Performed **Performance testing** through **mainframe** for **report generating JCL programs.**
* Created new **SQRs** and **Application Engines** for generating **new reports relating garnishments.**
* Involved in upgrading **the Learning Management System** of the client in order to pull the data of the **TMs**, **contractors** and other vendors through third party tools **to PeopleSoft**.

**Environment**:**8.9 and 9.1 PeopleSoft versions**.

**Education:** Bachelor ofEngineering in Computer Science from JNTU University -India.