**Swapna Manne**

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**Professional Snapshot**

* Competitive professional with 9+ years of IT experience of whicharound 4 years of experience in Workday.
* Well versed with functional knowledge of Workday HCM modules from configuration/setup to ongoing data maintenance.
* Maintenance and creation of Workday Supervisory Organizations, Company, Location, Location hierarchies, Positions, Cost centers, Cost Center hierarchies.
* Good Understanding on creating inbound/ outbound integrations Using Core Connector, Workday Studio, EIB.
* Hands-on experience in managing business processes, working with EIB and custom reports.
* Hands-on experience in creating Workday 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...
* Good knowledge on customizing the worker profile info in the tabs (Such as Compensation, Absence, Benefits,Performance, Overview/personal information, Work History) to show/hide based on the employee types such as wages or salaried and configuring Worklets to show/hide landing pages based on the security groups.
* Experience in analyzing and translating business requirements to technical requirements.
* Involved in testing Workday Upgrades and rolling out new features to Production.
* Experience in Implementation, Development, Support and Testing Projects as a workday functional consultant.
* Experience in creating data/file transformations from XML to XSLT.
* Hands-on experience in creating custom reports like Simple, Advanced, Matrix, Composite Reports.
* Have experience in migrating configuration packages through Object Transporter.
* Troubleshooted day to day issues faced in Integrations and reporting, identify the root causes and fix them.
* Worked on projects for different domains like Insurance, Financeand Education.
* Experience in end-to-end implementation of SDLC including Requirement Analysis, Designing, Development and Testing of Projects.
* Proficiency at grasping new technical concepts quickly & utilizing the same in productive manner.
* Experience in Microsoft .NET technologies and Object-Oriented methodology of design and development.
* Experience in developing web and windows-based applications using C#, ASP.NET, ADO.NET, SQL Server technologies.
* Experience in delivery & implementation of projects as per scheduled milestones and within budget; extending post- implementation and maintenance support.
* A team player with excellent analytical, organizational and communication skills.
* Ability to communicate and work with people at different levels of the organization.

**Technical Skill Set**

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| --- | --- | --- |
| ERP  |  | Workday HCM. |
| Workday Skills |  | Core HCM, Custom Report, BP configurations, calculated Fields,Compensation, Benefits, Performance Management, Reporting, EIB, Core Connector, Studio |
| Tools  |  | Remedy, Service Now, DocuSign, Putty, .NET Framework (2.0/3.5/4.0) VS2005/2008/2010, SOAP UI, Postman. |
| RDBMS  |  | Oracle 10g, MS-SQL Server 2005.  |
| Programming skills |  | Oracle SQL, Asp. Net, C#, Ado. Net, Ajax, JavaScript, Web Services |
| O/S  |  | Windows 10, Chrome, UNIX |

**Education**

Master of Computer Application – 2011, JNTU Hyderabad, India.

**Professional Experience**

**Workday Implementation and Maintenance**

**Duration:**Jan 2020- Till Date

**Client:**Geico

**Role:** Workday Consultant

**Environment:** Workday HCM

 **Responsibilities:**

* + Involved in Requirements Gathering, functional design, testing and production support.
	+ Designed and optimized all global HR processes and made sure workday is configured andleveraged to support all the required HR processes.
	+ Created Supervisory Organizations, Cost centers, Locations and their hierarchies, JobRequisitions.
	+ Created and maintained Staffing Models for supervisory organizations, Positions, Job profiles,Job Families and Job Family Groups.
	+ Thorough Comprehension of HR processes such as recruiting, hiring, employee recordmaintenance, Talent and Performance Management, Time Tracking / On-boarding.
	+ Configured Compensation packages comprising of Salary, Allowance, Bonus, Merit plans formultiple countries.
	+ Configured several compensation eligibilities rules for Job Profiles, Job Family groups.
	+ Configured Custom Business processes for Hire, Propose Compensation, Termination, JobChange and configured notifications, advanced routing restrictions, consolidated approvalchains as needed.
	+ Created various User-based, Role-based security groups and worked on Domain and Businessprocess security policies.
	+ Worked on creating Simple, Advanced, MatrixReports along with complex calculatedfields using Workday Report Writer.
	+ Worked on scheduling the reports on a recurrent basis along with understanding the requiredpermissions for report sharing.
	+ Maintained time off and absence plans in the system, created Time Tracking eligibility criteria,Time Tracking and Absence calculation rules.
	+ Worked on configuring Holiday Calendars for different countries and use those calendars indifferent time off plans based on countries/regions.
	+ Created and used calculated fields in reporting, business processes, integrations and other areaswithin Workday.
	+ Designed and implemented various Inbound and Outbound Integrations using Workday EIB,Core Connectors and Workday Studio.
	+ Designed and developed a set of integrations to integrate Workday Benefits with Employeesystem.
	+ Created Custom Talent &amp; Performance management Dashboards for internal team based ontheir management hierarchy to compare their Merit and performance Analytics.
	+ Strong Knowledge of XML, XSLT transformations, and workday web services.
	+ Have experience in migrating configuration packages through Object Transporter.

**Workday Implementation**

##### Duration:Oct 2017 – Dec 2019

**Client:**Guardian Life Insurance

**Role:**Workday Consultant.

**Environment:**Workday HCM

**Responsibilities:**

* + Responsible for Requirement Gathering, Analysis, Configurations, Setups, Testing, End User and Super User Training, and Post-production support.
	+ Created Supervisory Organizations, Cost Centers, Cost Centre Hierarchies, and location hierarchy's maintenance, Staffing Models, Job details Positions and Job Requisitions.
	+ Setup and maintained Organizational Structure including Organizational Units, Jobs, Positions, Cost Center assignments etc.
	+ Created new integration to pull the new hires information using Core Connector Worker and Document Transformation which uses connector integrations XML, XSLT, JSON and Xpath output as its data source input.
	+ Configured Employment Verification letters by creating Reference letter categories/template, Documents, Text Blocks, Condition Rules and related security groups.
	+ Configured Contract Addenda letters by creating Documents, Text Blocks, Condition Rule, security groups and related calculated fields.
	+ Responsible for designing, developing, Enhancements and testing of Workday Inbound and outbound integrations.
	+ Setup business process steps, such as Action, Approval, Approval Chain and Checklist,and how they work and integrate with security groups.
	+ Worked on the creation of benefit plans, job profiles, and job families.
	+ Responsible for fixing high priority tickets (Service Now) with in the timeline.
	+ Tracking issues and risks, communicate status and escalate concerns to project management.
	+ Assisted in System Integration, Regression, Performance and End-to-end testing of the Workday Applications.
	+ Implemented Workday performance management including goal setting, midyear, and year-end processes.
	+ Written Test cases for QA and UAT, executed test cases in QA. Supported UAT phase for customer queries to provide appropriate solutions.
	+ Update existing Q/A and Regression manual test scripts when changes are made to existing functionality.
	+ Have experience in migrating configuration packages through Object Transporter.

##### Human Resources Intranet

**Duration:**Mar 2013 – Jan 2014

**Client:** Prizm Payments Services

**Role:** Team Member

**Description:** HRI is a web-basedapplicationis a component covering many HR aspects like Employee registration, Maintains their information and relevant documents. Even Employees can login into the system, they can view their information and they can fill their personal data and they can complete their joining formalities by this web portal itself. This application is open to only Prizm employees.

 **Environment**: ASP.Net 3.5, Ajax and SQL Server 2005.

**Responsibilities:**

* Responsible in analysis, design, development and testing of the project.
* Responsible for collecting various data and importing to SQL database.
* Implemented ASP.NET authentication to provide access to different layers of the viewer to different users.
* Web forms were implemented using various Server controls like Grid View, Calendar, Ajax controls and various validation controls.
* Designed web template, cascading style sheets to set style on ASP.NET pages.
* Designed and developed modules like HR, Recruiting, and Payroll.
* Responsible for maintenance of the project.

##### Recruitment Management System

**Duration:**Dec 2008– Feb 2013

**Client:**80:20 Systems, UK

**Role:** Team Member

**Description:** Recruitment Management System is a Job Portal. This web-based application offers features that are related to job hunting, such as viewing of job ads, searching for job vacancies, resume posting, etc. This web site is open to all people, allowing them to view job ads and vacancies. The job portal can be accessed by both job seekers and recruiters to view necessary information. For job seekers, they can easily update their information relevant to their application. Recruiters can register themselves and edit their profiles. They can also add a note or some information about their company. They can post their requirement through this site and can recruit the qualified candidates.

 **Environment**:ASP.Net 4.0, JavaScript, Ajax and SQL Server 2005, Web services, WCF

**Responsibilities:**

* Involved in creating and designing web pages.
* Developed User controls for displaying.
* Involved in the Analysis and functional part.
* The data in a few analysis screens have been represented in the form of various statistical diagrams like Pie charts, Bar graphs and tables.
* Designed cascading style sheets to set style on ASP.NET pages.