

Dale Duncan

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Business Systems Analyst with experience partnering with HR, Payroll, Finance, IT and other business groups to understand business requirements and develop innovative solutions for business systems. I am skilled in all phases of the project life cycle, from initial feasibility analysis and conceptual design through implementation, support and enhancement.

EDUCATION

BS Computer Science: California Polytechnic State University, San Luis Obispo 1993.

SKILLS

Workday HCM, Workday Finance, SAP R/3 HR, PeopleSoft HCM (Benefits), Python, XML, SharePoint, Jira

WORK EXPERIENCE

November 2018 to Present: Financial Systems Analyst – El Camino Hospital

- Responsible for the maintenance, administration and support of Workday Finance system
- Gathered requirements , created, and maintained data for configuration changes
- Supported Workday Financial Integrations
- Chart of Accounts Re-Design
- Built Balance Sheet, Income Statement, Trial Balance and other reports
- Configuration of Approval Business Processes for Financial tasks
- Configuration of Account Posting and Bank Reconciliation rules
- Configuration of Spend and Revenue Categories and other Worktags

May 2018 to November 2018: QA Engineer – Salesforce Inc.

- Configured, build and test Workday business processes, and integrations for Workday Payroll.
- Delivered Workday enhancements, bug fixes, data setup, define test regression and acceptance criteria.
- Participated in product and feature design with developers, designers, product managers, and business systems analysts
- Build test automation using tools such as ApexUnit, Junit, Selenium WebDriver and Kainos.
- Participated in and contributed to code reviews

June 2017 to April 2018: Workday Financials/HCM Consultant – Hill Physicians

- Business Process Framework configuration
- Wrote Balance Sheet, Budget vs Actuals, Insurance Self-Billing and Income Statement reports
- Wrote custom Payroll Register, Bonus Eligibility and Voluntary Life Premium reports

- Security role creation and assignment
- AP and Budgeting configuration
- Workday Payroll, Benefits and Compensation support

April 2017 to June 2017: Workday HCM Analyst – Levi Strauss

- Wrote Composite reports for Headcount and Turnover analysis
- Troubleshooting and analysis of Security for country-specific business processes
- Business process troubleshooting

Nov 2016 to March 2017: Workday Financials QA Lead – AppDynamics

- Translated Business Requirements Documents (BRD) and Configuration documents into test cases
- Created and managed test plans for Unit, End-to-End, and User Acceptance testing
- Wrote test cases for Workday Financials integration to Concur (Suppliers), Salesforce (Customers), Coupa (Expenses) and Anaplan (Budgeting)

Jan 2016 to Nov 2016: Business Systems Analyst - Payroll/Personnel and Effort Reporting - 2016 (Contractor)

- Gathered, analyzed, prepared and summarized business and user needs, wrote Business Requirements Documents (BRDs), and revised existing system logic as necessary for PPS and ERS systems
- Validated requirements against needs and facilitated communication among application programmers, stakeholders and sponsors
- Lead Business Analyst for Effort Reporting System
- Managed System documentation and correspondence using SharePoint
- Managed issue tracking and enhancement releases through Jira

March 2015 to December 2015: Workday Data Analyst - Verifone (Contractor)

- Created summary reports for Headcount in Workday
- Developed reporting capability for employees assigned to Strategic Initiatives
- Validated accuracy of HCM data in Workday
- Worked with team implementing PlanView project management system on integration with Workday

May 2014 – March 2015: HRIS Consultant – Nvidia (Contractor)

- Requirements gathering for conversions from Ultipro HCM to Workday HCM
- Identified functional and technical gaps, and develop requirement documents for new SAAS based Benefits system (bSwift) implementation.
- Review functional specs for outbound integrations from Workday HCM
- Workday HCM Integration testing
- Production support for HR, LMS and Payroll applications
- SharePoint document management and website maintenance

March 2012 – May 2014: Sr. SAP HCM Consultant – IBM (Contractor)

- Configured SAP HCM Time Evaluation schemas, sub-schemas and rules including developing custom rules for California State Government bargaining unit agreements.
- Lead Support Resource for the Post-Implementation phase of the project.

- Conducted testing of third-party interfaces and legacy conversions to SAP.
- Participated in planning of parallel testing and cut-over activities.
- Wrote design specifications for numerous RICEF (Report, Interface, Conversions, Enhancements and Forms) objects and conducted reviews of the specifications.

July 2011 – March 2012: HRIS Program Manager - Atmel Corporation

- Involved in the delivery of process transformation, change management, and technology initiatives related to SAP HR modules.
- Lead production support efforts to identify, resolve and conclude SAP HR issues with data management, interfaces, and organization structure.
- Identified functional and technical gaps, and develop requirement documents to improve and automate processes.
- Lead effort on centralizing Atmel's HRIS function, including the development, implementation, and the training of domestic and international HRIS maintenance/data-entry protocols.
- Designed custom reports and designed the modification of SAP standard reports

February 2011 – July 2011: Senior Business Analyst - Kaiser Permanente (Contractor)

- Provided Peoplesoft Benefit Plan Administration support on behalf of the Human Resources Service Center (HRSC).
- Provided Human Resources transaction processing and Benefits delivery support for employees and retirees.
- Resolved data errors that occur during Human Resources Information System (HRIS) Benefit Administration activities.
- Served as a liaison between the HRSC and system administration teams to maintain system tables, troubleshoot data integrity errors and resolve issues.

June 2010 – February 2011: Senior Business Analyst - State of California (Contractor)

- Wrote functional specifications for Time Management and Org Structure/Position Control Management Report, Interface, Conversion and Enhancement development objects.
- Wrote test plans and conducted QA testing for development Time Management and Org Structure/Position Control Management development objects.

February 2008 – March 2010: Senior Business Systems Analyst - Exelixis

- HRIS support (SAP Personnel Administration, Organizational Management, Time Management, Time Sheet, and Interfaces to 3rd party systems).
- Lead implementation of Compensation Planning System project, managing it through entire software development lifecycle.
- Provided SAP Financials and Supplier Resource Management (SRM) application support.

June 2005 – December 2007: Independent SAP HCM Consultant

- Requirements gathering, configuration, testing and support of the SAP HCM suite of products (Payroll, Time and Attendance, Benefits Administration and custom report and interface creation using ABAP/4)
- Clients
 - Pacific Gas and Electric
 - Genentech
 - Judicial Council of California

- Nvidia Inc
- Exelixis Inc

May 2002 – June 2005: Senior Business Systems Analyst - Varian Inc.

- Lead upgrade from version SAP HR version 3.1h to version 4.6c.
- Produced training documentation and performed end-user training.
- Troubleshooting SAP Payroll and Time Management errors.
- SAP Benefits module configuration.
- ABAP/4 programming: Custom reports, HR module enhancements, Data loads using BDC, Interfaces to third party systems.
- Created SAP Queries for Payroll, Time management and Org/Position Management reporting.

March 1999 – May 2002: Independent SAP HCM Consultant

- Requirements gathering, configuration, testing and support of the SAP HCM suite of products (Payroll, Time and Attendance, Benefits Administration and custom report and interface creation using ABAP/4)
- Clients
 - San Bernardino Unified School District
 - Pacific Coast Building Products
 - Judicial Council of California
 - City of Richmond California
 - Chevron Corporation
 - Lockheed Martin Missiles & Space
 - Pacific Bell/Southwestern Bell

Sept. 1996 - Feb. 1998: SAP HR Consultant - Soft Guide International

- Time Evaluation schema configuration incorporating non-salaried and union time and attendance rules.
- Configuration of work schedules, absence and attendance codes and Time wage types.
- Work schedule, Absence and Attendance type, and Leave configuration.

Jan. 1993 - Sept 1996: Pacific Gas and Electric Company SAP HR/Payroll Configuration and Programming

- Member of team to implement the first production SAP HR/Payroll system in US.
- Coded interface to legacy Automobile Expense Tracking System in ABAP/4.
- Payroll and Time Evaluation schema configuration.
- MS SQL Server DBA for custom Time and Attendance system

Dale Duncan

- San Mateo, CA, USA

Contact Information

- yuenduncan@gmail.com (Preferred)
- 6505448202 (Preferred)

Work History

Total Work Experience: 10 years

- **Workday Financial Systems Analyst | El Camino Hospital**
Nov 01, 2019 - No End Date
- **Workday QA Engineer | Salesforce**
May 01, 2018 - Nov 01, 2018
- **Workday Financials/HCM Consultant | Hill Physicians**
Jun 01, 2017 - Apr 01, 2018
- **Workday HCM Analyst | Levi Strauss**
Apr 01, 2017 - Jun 01, 2017
- **Workday Financials QA Lead | AppDynamics**
Nov 01, 2016 - Mar 01, 2017
- **Business Systems Analyst | University of California ??? Office of the President**
Jan 01, 2016 - Nov 01, 2016
- **Workday Data Analyst | Verifone**
Mar 01, 2015 - Dec 01, 2015

- **HRIS Consultant | Nvidia**
May 01, 2014 - Mar 01, 2015
- **Sr. SAP HCM Consultant | IBM**
Jan 01, 2012 - Jan 01, 2014
- **HRIS Program Manager | Atmel**
Jan 01, 2011 - Jan 01, 2012 | Foster City CA United States

Skills

- **hris** | 18yrs | 2019
- **workday hcm** | 5yrs | 2019
- **workday finance** | 4yrs | 2019
- **business systems** | 18yrs | 2018
- **business process redesign** | 18yrs | 2018
- **sap** | 11yrs | 2014
- **workday**
- **business process**
- **finance**
- **data science**
- **repo**
- **ruby**
- **ruby on rails**

Work Preferences

- Likely to Switch: Most Likely
- Willing to Relocate: No
- Travel Preference: Up to 25%
- Preferred Location:
 - San Jose, CA, USA
- Work Authorization:
 - US
- Work Documents:
 - US Citizenship
- Desired Hourly Rate: 80+ (USD)
- Desired Salary: 140000+ (USD)
- Security Clearance: No

- Third Party: No
- Employment Type:
 - Contract - Corp-to-Corp
 - Contract - W2
 - Contract to Hire - Independent
 - Full-time
 - Contract to Hire - W2
 - Part-time
 - Contract - Independent
 - Contract to Hire - Corp-to-Corp

Profile Sources

- GitHub: <https://github.com/yuenduncan>
- Twitter: <https://twitter.com/daleduncan1>
- Dice:
<https://www.dice.com/employer/talent/profile/9a721f5b78a1351bba67bd410bedfa0d3e14c5f1>