**Sumeet Kumar**

**Workday HCM Consultant**

724-271-8894 // [meethmeeth52@gmail.com](mailto:meethmeeth52@gmail.com)

#### EXPERIENCE SUMMARY :

* + - * Over **15 years** of experience in **Human Capital Management (HCM)** with emphasis on **Core**, **Recruitment**, **Talent management** and **Payroll**, etc.
      * **5+ years** of **Workday HCM Functional** experience involving various domains such as Information Technology, Banking, working on Support and Enhancement projects.
      * **Workday Functional** experience on **Core HCM, Benefits, Advanced Compensation, Talent Management, Financial Planning, Absence Management, Recruiting, Adaptive Planning** and **Time Tracking.**
      * Extensive knowledge in conducting Workday requirement gathering, configuration, testing and delivering solutions.
      * Participated in comprehensive **Financial Planning** that includes **budgeting**, **forecasting** and **strategic** **analysis**.
      * **Workday Report Writer** experience – Developed Advanced, Composite and Matrix reports
      * **Workday Worklets** and **Dashboard** – Experience creating custom Worklets and Dashboard
      * Workday **Report Designer** experience – Developed **BIRT** layouts for **Merit** **statements**, **Offer** **Letters**, etc.
      * Worked on various **VMS** and **ATS** portals such as **FieldGlass**, **Tapfin**, **SumTotal** **JobDiva** and **Bullhorn**.
      * **Workday Business Process** configuration - **Validation** Condition, **Entry/Exit** Conditions, **Rule Based BP Configuration**
      * Experiencing leading and supporting **Bi-Annual Workday Feature Releases**
      * Implemented **E-Verify** in Workday and worked on integration between Workday and USCIS for employment verification
      * Experience supporting **Workday Payroll Interface (PICOF)** with **ADP**
      * Experience building integrations in **Workday** using **Studio, Document Transformation** and **EIB**
      * Experience supporting **Workday Cloud Connect** for **Benefits (CCB) Integrations**, **Learning Management, HCM** and **Payroll**
      * Experience in building/executing **Kainos SMART** test automation scripts for testing **Workday HCM Business Processes**
      * Experience in Requirements Elicitation techniques using **BABOK** guidelines
      * Coordinated with development team and project management for a mutual consensus on solutions.
      * Participated in regular **Scrum** meetings and worked under **Agile** methodology.

#### SKILLS SUMMARY :

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| --- | --- |
| **ERP** | Workday HCM, Core, Payroll, Compensation, Benefits, Recruiting, Talent, Absence, Time, Reports |
| **Other tools** | Quality Automation, QTP, Microsoft Office Suite |
| **Languages** | C, XSLT, Java |
| **Utilities/Databases** | Oracle, SQL |

#### WORK EXPERIENCE :

**KEURIG - GMCR, Pittsburgh, PA Dec 2018 - Present Workday HCM Consultant (Functional)**

**Modules: Core HCM & Payroll**

**Project Description:** Workday HCM Support and Enhancement for the internal Keurig processes. Participated in day-to-day integration of various HCM features that involved Core, Payroll, Recruiting, Financial Planning and Analysis for departments across the organization.

**Responsibilities:**

* **Supervisory Org maintenance** (Create new Org’s, Inactivate Org’s, move workers between Org’s).
* Hands-on involvement with Analysis, Setup and Configuration of **Workday Core HCM.**
* After **Compensation Snapshot Date** through **Compensation Review Effective Date**
* Configure **Termination Participation Rule** events for **Merit** and **Bonus** process to remove terminated employees and their respective pool amount from the process
* Configure **Promotions** as part of **Merit** process using grid configuration and recorded **Fieldglass**.
* Create new **Currency** rate type to be used for **Merit/Bonus** process and load **Currency** exchange rates for different currencies
* Conducted **Financial analysis** that involved **Financial planning** for company’s initiatives.
* Configured **Workday Compensation** packages including salary, bonus, allowance, commission, and merit plans for multiple countries.
* Resources, Defect Triage, created and maintained **Requirement Traceability Matrix** for **Workday HR** system Implementation.
* Create new **Temporary Bonus Plans** as work around to resolve **Workday** defects related to **Bonus Proration**
* Create new **Calculated Fields** to display **Bonus** target amount in the grid without including the scorecard multiplier.
* Configured **Workday Compensation** packages including salary, bonus, allowance, commission, and merit plans for multiple countries including merit and bonus plan processing.
* Extracted data from **Fieldglass** on a regular basis for contract assignment, timesheets and payroll.
* Worked with Leadership and produced accurate **budgeting** by conducting detailed **forecasting**.
* Conducted **Adaptive Planning** measures to determine and document the **Core** processes.
* Create new custom reports for **Merit** and **Bonus** process as per the requirements
* Create custom object to load employee **Bonus** data to be used in the custom **BIRT** statements
* Setup custom notifications and alerts for **Participants (Manager)** and **Controller (Compensation Admin)**
* Configure ‘**Initiate Merit**’ Business Process Definition and Business Process Policy
* Replace **Validation rules** on **Merit BP** by using **Smart Panel** functionality to deliver soft warnings/messages in the grid.
* Configure **Compensation Matrix** to calculate recommended **Merit** as per **Performance Rating** and **Comp Segments**
* Configure **Business Process Notifications** for the **Shared Participation** step and create custom alerts as per requirements
* Implement changes in **Production** and resolve **Post-Production** issues after release.

**Environment:** Workday HCM, Core, Payroll, Compensation, Benefits, Recruitment, Fieldglass VMS, Office 365, My SQL.

**American Heart Association, Dallas, TX                                                      Feb 2016 – Nov 2018**

**Role: Workday HCM Consultant**

**Responsibilities:**

* Understanding the process flow and defining the scope, analyzing the dependencies, and creating the functional design. Developed and maintained documentation.
* Responsible for development, support, maintenance, and implementation of a complex project module.
* Hands on Experience in configuration of **Workday** modules like **Staffing, Benefits, Compensation**, and different types of **Simple, Advanced Custom Reports** and **Matrix Reports** in **Workday**. Involved in testing and ongoing support of business reports.
* Work directly with clients to implement, support, and integrate **Workday HCM** technology solutions into their business environments. Deliver Knowledge transfer on developed reports to clients directly.
* Used **SumTotal VMS** for **talent forecasting** and **employee lifecycle management.**
* Configured **Parallel events** for **Merit** and **Bonus** using **Compensation Review Participation** for events.
* Designed and built **cross application** **conversion** and **parallel validation processes**.
* Written **Use Cases** and produced **Activity diagrams**, developed requirement specifications and Documentations for **Business Process Management**.
* **Workday Studio (inbound)**- worked on a global inbound integration using main different transactions like hire, termination, LOA, compensation changes etc. this studio was developed to bring in daily worker data changes from SAP to **Workday.**
* Created test scenarios in **Core HCM, Compensation, Benefits, Recruiting** for **regression testing**.
* **Supervisory Org maintenance** (Create new Org’s, Inactivate Org’s, move workers between Org’s).
* After **Compensation Snapshot Date** through **Compensation Review Effective Date**.
* Configure **Termination Participation Rule** events for **Merit** and **Bonus** process to remove Terminated employees and their respective pool amount from the process.
* Configure **Promotions** as part of **Merit process** using **grid configuration**.
* Create new **Currency rate type** to be used for **Merit/Bonus** process and load **Currency exchange** rates for different currencies.
* Created new **Temporary Bonus Plans** as work around to resolve **Workday defects** related to **Bonus Proration**.
* Built new custom reports (**Advanced, Composite**) in **Compensation, Time and Absence** areas
* Supported **Annual Compensation Processes** – **Merit Increase, Bonus and Stock loads**
* Worked closely with **SMEs** and **Solutions Architects** to discover and formulate the scope of requirements for **Integrations** and **Reports**.
* Hands-on involvement with **Analysis, Setup** and **Configuration** of **Workday HCM.**
* **Resources, Defect Triage**, created and maintained **Requirement Traceability Matrix** for **Workday HR** system Implementation.
* Developed and owned the overall program **Test Plan, Mobility test**, coordinating across all testing needs (upgrades, interfaces, market deployments, etc.)
* Generated custom **Workday reports** and modified the existing custom reports.
* Managing **Data conversions, HR** and **Compensation related Custom Reports**, and **Security Management, Business Process configuration** and configuring the application according to customer requirements and developing system Integration.
* Work with the business team to review report requirements. Maintain/Assign security role assignments.
* Maintained employee **skills tracking** and **performance management** using **SumTotal VMS**.
* Configured **Workday alerts** to send notification for employees who have not submitted their **Benefit** elections.
* Managed integration between **Workday, A&M** **systems**, and **third-party systems**.
* Worked alongside the integration team to configure and test integration between the **Workday solution** and the client’s selected **payroll and benefits providers**.
* Interact with **Business analysts** and end users to clarify requirements and use cases.
* Designed and implemented various integration including **Payroll, Benefits**, and **Internal EIB’s / Cloud Connectors Outbound Integration.**
* Built and managed integration using **Calculated Fields, EIB, Document Transformation, Workday Connector, XML, XSLT,** and **Web Services technologies.**
* Extensive use of new integration to pull the new hires information using **Core Connector Worker** and **Document Transformation** which uses connector integration **XML** Output as its data source input.
* Worked on **EIB's** and **iLoad’s** to load the new data and change the existing data.
* Managed **Workday upgrade cycles** to ensure current operation is not impacted.
* Involved to Setup business process steps, such as Action, Approval, Approval Chain and Checklist and how they work and integrate with security groups.
* Using **EIB configuration**, transformed the format of workday report into required file format using **XSLT** or build in transformation. (CSV, EXCEL).
* Configured **Workday compensation** packages including salary, bonus, allowance, commission, and merit plans for multiple countries including merit and bonus plan processing.

**Environment:** Workday HCM, Payroll, Compensation, Benefits, Absence management, Time management, EIB, SumTotal VMS, Workday Report Writing, custom reports, MS PowerPoint, MS Excel.

**CIT Corporation**-**Pittsburgh, PA 2014 – 2016**

**Role: HCM Management Analyst**

**Responsibilities:**

* **Supervisory Org maintenance** (Create new Org’s, Inactivate Org’s, move workers between Org’s).
* **Business Process Administration** (Cancel, Rescind, Delegate, Reassign).
* Build new **custom reports** (Advanced, Composite) in **Compensation, Time, and Absence** areas.
* Streamlined **report process** by converting 85% of manual work by designing queries in **MS Access**, that generated effective reports.
* Provided direction to outside consultants working on specific **HR issues**, monitored their progress towards specific objectives and evaluated their results.
* Responsible for the management and maintenance of 2 databases, with a combined employee base of 80,000 people.
* Acted as liaison between **HR Services, Benefits, & Payroll** on a daily basis, handling system projects, auditing, reporting, & issue resolution.
* Analyzed existing **HR processes** & identified opportunities to streamline, outsource, or eliminate.
* Documented (via **RACIs & Visio process flows**) & standardized HR functions (including **payroll, talent acquisition, talent development, total rewards/compensation**) for communication to business.
* Support **Annual Compensation Processes** – **Merit Increase, Bonus and Stock loads**
* Support **Performance Review process** (**Goal Setting, Performance Review, PIP**)
* Support **Company reorganizations** involving high volume employee movement between **Supervisory Organizations.**
* Functional Consultant for **Open Enrollment Project** for US region.
* Handle the entire cycle of recruitment until project deployment of technical talent
* Complete resource management of 200+ employees from screening until deployment
* Ensure resource optimization by managing bench sales with negligible deployment time
* **Configure changes** for the **new Insurance provider**. This involved creating 11 new Insurance plans for the new provider
* **Configure changes** for **Spousal life plan** from flat rate to age based rate structure. The rate is based on the age of the spouse.
* Configure **Enrollment Event rule, Benefit Plan Year** definition.
* Allocated resources to sales team and circulated as required to reduce Bench time remarkably
* Managed a team of recruiters to fill Federal, State and commercial client assignments.
* Regular and close coordination with **Sales, Recruitment, Finance, Legal and Immigration** teams
* Check on complete documentation including **BGC, legal status** and all compliance.
* Periodical meetings with **Sales, Training and Recruitment** teams to ensure resource timeline.
* Plan and execute various ad-hoc strategies to expedite the resource from hiring until deployment

**Pyramid IT Consulting P Ltd-Hyderabad, India 2010 – 2013**

**Operations Head-**Managed IT Consulting, Staff Augmentation and operations support teams consisting of 83 employees. P&L responsibility and ensuring maximum profits to the firm with the best cost savings involved.

**Responsibilities:**

* Redirected the teams from incurring losses to consistent profits in the domestic and US recruiting teams.
* Responsible for Account Management for Clients across the Branch Office.
* Escalated P&L from -20% to +25% with diligent client need analysis and focus where needed.
* Reduced operating costs by up to 45% by right long-term strategic business partnerships.
* Regularly sorted all employee concerns over the monthly Open-House meet
* Brought up an entirely new facility from scratch till 100% smooth operational 150 seated office
* Sole POC for ensuring all compliance standards and Certification of ISO 27001 in Hyderabad Branch.

**ISE Global-Hyderabad, India 2009 – 2010**

**Center Head-**Head the entire branch operations for IT Training, Consulting and Staff Augmentation. Sole responsible for managing the P&L and ensuring maximum profits to the firm with the best cost savings involved.

* Generated 60% of the income by introducing new clients to the firm.
* Re-generated 40% revenue by renewing and maintaining existing relations
* Ensured 100% retaining clientele.
* Negotiated wage-rates with clients and third-party talents for higher profit margins
* Concentrated extensively on Bench to clear them within a month.

**EZ2 Technologies Inc., (Indus Digitech)-Hyderabad, India 2007 – 2009 Business Development Manager-**Mostly responsible Business Development and responsible to reflect significant profit in the P&L by continuously adding new clients, retaining clients and ensure maximum client retention every year to renew contract sign-ups.

* Built the clientele to the existing list by 25%
* Re-invented multiple modes of market and selling Bench resources and drove full Recruitment Cycle.
* Added Headcount through H1B Transfers and Fresh H1B Filings.
* Met revenue 80-90% targets set over me.

**CompuSoft Integrated Solutions, Inc.-Hyderabad, India 2003 – 2007 Team Lead**- Heading a Team of Sales and Recruitment Executive in the IT Staff augmentation practice.

* Escalated revenue of about 50% alone in the team.
* Prioritizing the reqs to be worked and searching from multiple databases like job portals, etc.
* Negotiating Wage rates with Employers and Individual Sub-Contractors
* Screening and Qualifying Resumes received

#### EDUCATION :

**Executive** **PhD in Business – Strategic Management** - Pursuing

**MS** in **Information Systems Engineering and Management** from **Harrisburg University** in 2017.

**Bachelor of Science** in **Computer Sciences & Electronics** from **Osmania University** in 2004.

**MBA** in Global Business from **HULT** International Business School in Boston, MA in 2014.

#### CERTIFICATION :

**Six Sigma Black Belt** Certificate from Benchmark Six Sigma, India.

**CMMI Dev 1.3** and **Services Supplement Appraisal** Team Member (ATM) from CMMI Institute (Carnegie Mellon University), Pittsburgh, PA.

**Testing Tools** (QTP, White Box and Black Box) – Institute certified.