**Dale Duncan**

1253 Corsica Lane

Foster City, Ca. 94404

### (650) 544-8202

Email: [yuenduncan@gmail.com](mailto:yuenduncan@gmail.com)

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 though 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 CompanySAP 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 sytem