**Akriti**

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**Summary**

* 6+ years of experience in IT with experience around Workday implementation, integrations, configuration, support in HCM and Financial modules such as Payroll, Benefits, Compensation, Time & Absence, Talent, Goal, Performance Management, Succession, General Ledger etc.
* Conducting sessions with clients to analyze business requirements and provide solutions to complex business problems.
* Hands of experience with Workday Reporting, which includes creating and developing of Custom Reports like Simple, Advanced, Matrix and Trending Reports.
* Expertise in the areas of HCM system administration including Business Process Configuration, Report Development and Data Management.
* Strong knowledge and experience in the Workday Security Framework including role based, user based and Intersection Security Groups.
* Experience in working with Compensation Components like Compensation Grades, Grade Profiles, Compensation Plans and Compensation Eligibility Rules.
* Managed effectively confidential data, maintained data integrity, and have demonstrated good understanding of core Human Resources functions and typical workflow workforce management processes.
* Responsible for Data Mapping, including source analysis to identify data to be transferred into target table.
* Expertise in Data management, Workday Reports (BIRT, Advanced, Matrix, Simple, search, trending and Transpose), and creating Custom reports using different combinations of calculated fields.
* Experienced in prototyping and configuring Integration using studio, EIB, and cloud connect from HCM, Benefits, and payroll between Workday and external systems.
* Proficient in creating Risk Analysis documents, Risk Management Plan, User Requirement Specification, Functional Requirement Specification and Business Process Flows.
* Oversaw all aspects of Functional, End to End and User Acceptance Testing for North America deployment, partnered with Payroll testing lead and Integrations testing lead supporting their work streams.
* Workday Functional experience on core HCM staffing and Compensation, Payroll Benefits, Absence Management, talent management, Performance management and Time Tracking models.
* Detailed understanding of all aspects of HR processes, comprising the life cycle of an employee such as recruiting, hiring, employee record maintenance, Staffing and other benefits.
* Good Knowledge in testing of Converted Data in Workday Tenant, Test Cases, System testing, UAT, System Integration testing and Regression testing throughout the life of Workday implementation.
* Expert in analyzing business requirements and transitioning them into use cases, functional specification, and activity diagrams using UML methodology in software using MS Visio.
* Maintenance and creation of Workday Supervisory Organizations, Locations, Positions, Cost centers, and Cost Center hierarchies.
* Excellent object management skills in Workday like configuring Supervisory/Matrix Organizations (Divide organizations, Inactivate Organizations, create subordinates), performance management, Time Management, and Securities like Role/User/Job Based Security groups. Extensively worked with Security Administrator to implement security in various levels.
* Proficient knowledge and experience in HR processes such as Hiring, Benefits, Employee Record maintenance, Pay Planning, Performance Management/Talent Management, On-boarding, Manager and Employee Self Service.
* Experience in all phases of Workday like Requirements Gathering, Analysis, Design, Development and Testing also Conduct sessions with clients to analyze business requirements and provide solutions to complex business problems.
* Highly proficient in working with users and stakeholders to elicit, analyze, communicate and validate requirements using JAD sessions, User interviews, Brainstorming and Requirements Workshops.
* Identify strategies, risks, and options for recommending approaches towards meeting requirements for clients.
* Thorough understanding and experience in Business Analysis, Data Analysis, Business Process Management (BPM), Software Development Life Cycle (SDLC) - Waterfall and Agile (Scrum) methodologies.

**Professional Experience**

**Sr. Workday Consultant**

**State of Maine, Augusta, ME**

**August 2018 – Present**

* Involved in full cycle implementation projects with responsibilities including Core HCM, Workday Benefits, Configuration & Prototype Testing, Payroll, Time Tracking, Enhancements, Talent, Absence, Performance Management, Advanced Compensation and Recruiting.
* Involved in the configuration of Absence Management and have worked with absence-related data, including Employee Time Off, Absence Inputs for Time off and Accrual adjustments, Balances, Overrides and Leave Requests.
* Created data flow diagrams for all Business Processes like Hire, Job Change, Promote, Transfer, Terminate, Compensation changes, Employee Self Service process, Manager Self-service processes, Talent and Performance modules, job requisition creation, management and fulfillment.
* Configure goals and modules to meet organization needs.
* Co-ordinated with the employee and Time & Absence approver to ensure processes are completed in a timely manner. Administered the Company's Time-Off and Leave of Absence Programs - vacation, holiday, sick pay, family medical leave, short- and long-term disability.
* Assist the client in testing the Workday solution and compensation set-up, security configuration, condition rules and notifications, Time Tracking and Recruiting /Talent Management.
* Used Report Writer tool to create custom reports in various functional areas such as New Hires, Benefits, Compensation, Absence Management, Time Tracking, Recruiting and Payroll using the appropriate Business Objects and Data Sources.
* Leveraged HR data to accelerate progress on key strategic priorities such as organizational health, diversity and talent management.
* Involved in the configuration of Absence Management and have worked with absence-related data, including Employee Time Off and Absence Inputs for time off and accrual adjustments, Overrides and Leave Requests for Workday HCM business services.
* Hands on Workday systems integration experience building custom integrations using Workday Studio, Cloud Connect and Document Transformation.
* Co-ordinated with the employee and Time & Absence Approver to ensure processes are completed in a timely manner.
* Developing standard, advanced and custom report using report writer tool as per the user requirement.
* Configured and tested Workday Business processes for HCM including areas of Hire, Change Job, Termination, Request Compensation and Job Application.
* Analyzed the AS-IS and TO-BE systems to perform GAP Analysis and make recommendation for system enhancement.
* Created new integration to pull the new hires information using Core Connector Worker and Document Transformation which uses connector integrations XML Output as its data source input.
* Developed the integrations using Enterprise Interface Builder (EIB), Core connector and deploying it into workday tenant.
* Participated in resolving daily queries and issues of the Employee Life Cycle relating to New Hires, Recruiting and Talent Management and HR Services.
* Tested Workday Security configuration, edited Domain and Business Process Security Policies for few security groups as per business needs and was involved in troubleshooting minor security issues.
* Understanding the client requirement and configured based on the requirement in the workday solution through the development of prototype system and testing the workday solution.
* Coordinating and supervising the daily activity of the workday HR system and acts as a primary point of contact to monitor.

**Workday Consultant**

**Johnson & Johnson, Brunswick, NJ**

**Jan 2016 to July 2018**

* Involved in Workday HCM Functional configuration with responsibilities including Staffing Models, Jobs and Positions, Compensation, Business Processes and Security Groups and customized Report Generation.
* Assist with ongoing day to day Workday compensation support, creation of Job Profiles, Grade Profiles and Compensation plans. Worked on day to day Workday Talent and Performance Support and Serve as compensation consultant for Workday Advanced Comp Implementation, ensuring the solution is designed holistically across modules.
* Used Report Writer tool to create custom reports in various functional areas such as New Hires, Benefits, Compensation, Absence Management, Time Tracking, Recruiting and Payroll using the appropriate Business Objects and Data Sources.
* Worked with absence management as well as absence-related data including employee time off, Absence Inputs for time off, accrual adjustments, overrides and Leave Requests in Workday Human Capital Management Business Services.
* Facilitated succession planning by providing consultation to staff related to their continuing education needs, career paths, and individual learning objectives; and assisted in the development, maintenance and renewal of organizational tools, processes and practices
* Implementation of Core Confidential, Onboarding, Recruiting, Talent, Advanced Compensation, Benefits and Career Development modules of Workday.
* Identify and Inactivate all Benefit, Absence, Comp, Performance and Succession Plans not used by Confidential employees.
* Worked with sales team, to deliver professional and concise demonstrations of Payroll, Human Resources, Applicant Tracking and Time and Attendance software.
* Involved in the discovery sessions with client and vendors, create the design and mapping documents and submit the same for sign off.
* Performed the following on an engagement understand client business requirements, configured the Workday solution, demonstrate the configurations through the development of prototype systems, assist the client in testing the Workday solution.
* Strong experience in Creating Complex Reports such as Business process-based Reports, Benefit Reports, Compensation Reports, Employee information reports. Utilizing different Data Sources in creation of Advanced, and composite enabled Reports.
* Created Leave of Absence Rules for defining worker eligibility requirements and validation for leave of absence.
* Created Data Flow Diagrams for Workday HCM Business Processes using MS Visio and wrote Test cases, Test scenarios for Workday Compensation and Benefits by referring to Systems Requirements and Functional Requirements Document.
* Conducted UAT (User Acceptance Testing) and collaborated with the QA Team to develop the test plans, test scenarios, test cases and test data to conduct testing based on business requirements, technical specifications and product knowledge.
* Worked on re-engineering of business processes to improvise the HR functionalities pertaining to Core HR, Compensation, Performance and Absence Management.
* Created custom reports and modified and troubleshoot the existing custom reports using Calculated Fields.

**Workday Consultant**

**Dec 2013 to Dec 2015**

**Barclays, New York**

* Involved in implementation of various modules of Workday HCM (Payroll, Compensation Benefits, Performance management, Time Management)
* Supported the various reporting functions with respect to Workday functionality and client business requirements for new implementation initiatives and worked on Setting up dashboards and work lets. Worked with representatives from Business segment to discuss and document SLA, website security and business workflow requirements.
* Configured different processes and rules within the tenant across several modules such as Onboarding, compensation, time tracking, benefits.
* Worked on re-engineering of business processes to improvise the HR functionalities pertaining to Core HR, Compensation, Performance and Absence Management.
* Developed several inbound EIBs to load new hires, Compensation, Change Job, Change Benefits, Payroll Input data to the tenant.
* Involved in the meeting with business process owners, Subject matter experts (SME) and Security Audit team for requirements gathering.
* Configured HR, Talent Management, Benefits, Compensation, Payroll, Recruiting/ Onboarding and Security based on customer's requirements.
* Communicated with the implementation partner weekly on the project updates. Attended weekly meeting with the offshore project sub leads and communicate the project status.
* Created Business Form Layouts for the reports built in compensation using BIRT in Workday Studio.
* Arranged meetings with customers to gather requirements for new reports and for existing Report defects or enhancements.
* Documented BRD and FRD, define project scope, prioritization and maintain risk control, making sure all business functions and use cases are captured in the requirement.

**Education**

**Bachelor’s in Computer Science**