Workday Techno Functional Consultant

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**Professional Summary:**

* Overall, 5 years of experience in **Workday Implementation, Reporting, Integrations and Postproduction Support**.
* Worked on various HCM modules such as **Core HCM**, **Benefits**, **Recruiting, Hire/On/Off-Boarding, Compensation, Security, Time Tracking and Absence Management.**
* Experience on creating and Enhancing **Workday Business Processes, Notifications, Workday Reporting, Calculated Fields, Alerts & Dashboards.**
* Experience in developing **Inbound/Outbound Integrations** using **EIB (Enterprise Interface Builder), Core Connectors and Document Transformation.**
* Develop **custom reports** for Active employees by location, **hire** and **onboarding** status summary, workers on leave, **workers benefit elections** with current and future enrollment periods, Talent, and performance of the employees, and configure them on **dashboards.**
* Created **Benefit Plans, Benefit Groups, Enrollment event rules, Benefit Events, Troubleshooted Benefits Integrations, Configured Worklets on Benefits module.**
* Experience on **Workday Data conversion and Data Migration** from one tenant to another tenant from various ERP systems to Workday.
* Experience with **Business Intelligence Reporting Tool (BIRT).**
* Knowledge on working with different **Staffing Models, Mass Transactions** and **Workday support.**
* Support new releases, upgrades, interfaces to other core business systems, interfaces to external systems by modifying, testing, and validating the changes end-to-end in non-production environments.
* Experience in Data Flow, **Object Modelling**, Data Migration, workflow analysis, testing and training services.

**TECHNICAL SKILLS**

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| **Workday** | Core HCM, Compensation, Benefits, Recruiting, Reporting, Time Tracking, Absence Management, Talent and Performance Management,EIBs, Core Connectors, Workday Studio, Document Transformation – XSLT. |
| **Programming** | HTML, CSS, SQL, XML, XSLT, XSD, Web Services |
| **Tools** | SOAP UI, SQL Developer, Eclipse, Notepad++. |
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# **EDUCATION**

* Master’s in Computer Science at University of Missouri-St Louis (2019)
* Bachelor’s in Computer Science at JNTUK, Kakinada, India (2017)

# Workday Certification

* Workday Recruiting (Course Code: 20WKD008)

**EXPERIENCE HIGHLIGHTS**

**Client: Horizon Media, NY Jan 2021-Now**

**Workday Consultant**

* Gather requirements by **collaborating** with stakeholders and the end-users, analyze and translate the design specifications into technical solutions with detailed documentation.
* Actively participate in the business meetings and project delivery activities such as requirement discussion, design approach, development, test case preparation and execution, detail design mapping,documentation,and daily standups to regularly communicate the task status and challenges in completing the tasks.
* Configure new business processes and modify the existing processes by imposing condition and validation rules, custom notifications, advance routing restrictions, **rule-based flow constraints** that involve in the entire hire to retire lifecycle of an employee.
* Design and develop **workday security solutions** by creating role-based, user-based, and intersection-based security groups and assign the required domains and business process security policies to them.
* Design compensation set up by creating compensation grades, grade profiles, merit, one-time payment, stock, bonus plans, compensation eligibility rules, **pay group auto-assignment rules.**
* Implement the Time Off and Leave of Absence module by developing country-specific leave types with the eligibility rules, validations, conditional calculations for accrual, holiday calendars.
* Maintain and create Supervisory Organizations, Cost centers, Cost center hierarchies, Locations, Location hierarchies, Companies, Positions, and Job Requisitions.
* Develop and maintain custom objects to store additional data as per the business needs.
* Review and Implement the latest updates from the **workday releases**, perform end-to-end testing to identify the effect of the newly enabled functionality on current production configuration prior to deployment.
* Resolve the open defects and change requests in the ticketing system regarding the reports, integrations, business processes, and core HR on a priority basis.
* Migrate the reports, integrations, and **core HR configurations** from development and testing
* environments to production by using Object transporter and Solution.
* Support post-production data refreshes, report, and **integration enhancements,** troubleshooting the deep details of **workday issues**, and resolve them from end to end by focusing on comprehensive and long-term solutions to problems.

**Client: Aims Community College || Greeley, CO**  **Feb 2020 – Sep 2020**

**Workday Functional Consultant/Recruiting Module Lead**

* Gather requirements by conducting several design sessions/meetings with business owners and design **Functional/Technical** specification documents for configurations as well as **Reports/Integrations.**
* Strong expertise in the entire **Core HCM, Benefits, recruiting module** which includes tenant setup, business process configurations, security setup, end to end testing.
* Develop several integrations with **benefits vendors** such as Fidelity to send the workers benefits, beneficiaries, **dependents** data with custom transformations.
* **Worked on various business process** like **Change benefits, dependents, Passive events.**
* Create job requisitions, evergreen job requisitions and positions manually and EIBs.
* **Configured Questionnaires**, Job posting templates, self-scheduling calendar feature, automatic stage routing, document reviews, To Dos, Shared Participation, help text, prospects.
* Setting up recruiting workflow activities such as Job Application, Assessment, Background Check, Employment Agreement, Interview, Offer, Ready to Hire etc. and performed end-to-end testing by moving a candidate back and forth the process.
* **Configured/ Enhanced Business processes** for Recruiting, Hire and Onboarding framework includes Job requisition, Job applications, propose Compensation, schedule interviews, make offer decision, Hire, Onboarding, Complete I-9, Compensation.
* Created **compensation eligibility rules** to determine the groups of employees who are eligible for different compensation plans and Assigned rules to compensation components.
* Annual cash compensation (salary, **annual cash bonus**, and occasional other cash compensation).
* **Created role-based, user-based, segment-based security groups** for domain and business process security policies.
* Knowledge on working with the different **Staffing Models**, Imposing **Hiring Restrictions** on Position, Headcount and **Job Management.**
* **Developed several custom reports** on open positions and job requisitions, candidate data, new hires, Advanced, Matrix, n-Box with complex calculated fields, using several functions. etc.
* Prepare and populate the mass load templates for creating job requisitions, positions, candidate applications, new hires, compensation changes, etc.
* **Build integrations** with external vendor tracking systems to send the new hire information, background check, job requisition updates, payroll, benefits, talent data on a recurrent basis.
* Schedule and deploy the integrations, launch, and monitor the events and their background processes to make sure the loads are successful **and debug the errors in case of a failure load.**
* Migrated the data from one tenant to another tenant with **Object transporters** also involved in the data conversions from PeopleSoft to Workday.
* Troubleshoot and resolve post-production configuration issues and act as a systems expert by supporting/administering integrations, business processes, notifications, security configurations, reports, and validation rules from various business process.
* Involved **in (SIT/UAT) testing** the application in various environments to ensure it is working as designed from the requirements.
* Supported Workday releases, to include new functionality and educating the HR team on enhancements.

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**Client: VISA Inc || Austin, TX Jan 2019 – Nov 2019**

**Workday Techno-Functional Consultant**

* Responsible for the entire software development life cycle including requirements gathering, design analysis, development, testing, deployment, and maintenance of the Workday Core HCM, Time Off and Absence.
* Supported as an **SME** (Subject Matter Expert) for **Absence Management Module** created **various leaves, Time Off Plans** as per the specific country requirements worked with almost **20+ Countries** like (USA, Canada, UK, Australia, Argentina, Europe, UAE, Korea many more…)
* Configured from scratch and **Enhanced various bp’s** like **request leave of absence, request return from leave of absence, correct time off, Request time off and in various bp’s of core HCM too.**
* Created Various Leave of absence rules, **created** various **accruals** and Conditional calculations in Time Off plans to calculate the correct Vacation time off for different employee types when there is any change in Staffing activity **during mid-year**. **Mass load Holiday Calendars for various countries.**
* Created several **complex calculated fields** for custom reports using various workday functions to deliver reports as needed. Created a custom report to bring Employees Enrollments using All Benefit Elections as a Data Source and fields
* Created a custom report to bring **Employees Enrollments** using **benefit elections** as a data source and bought Employees Full Name, Employee ID, hire date, Original Hire Date, Termination Date, Location, Time Type, Active status, pay rate type, Scheduled Weekly Hours.
* Involved in configuring **business processes for recruiting** such as Job Requisitions, Job Application, Offer and Hire, Interview, Onboarding and set up questionnaires, offer letters and review documents.
* Designed, **configured, and modified the existing business processes** for Hire, termination, Propose Compensation and notifications in sandbox and deployment tenants.
* Configured **Domain and Business Process Security Policy Changes** in various functional areas.
* **Automated the New Hire integration** to trigger the integration whenever an employee is hired in the applicant tracking system, which reduces the complete human interaction with the integration.
* worked on annual **wage increments** based on non-graded and grade as well as hourly. Define **merit eligibility** and **merit increment** based on calendar year
* Worked on creation of **Time Tracking Validation rules**, Time Entry Codes, configuring Time Entry Template.
* Developed several Outbound integrations using **EIB, Workday Web Services, XML, XSLT document transformation** for several integrations from workday to downstream vendor systems and provided required security for related functional areas to launch EIB.
* Worked with Report writing to create **Advanced, Matrix Reports, and configure Worklets, Dashboards** in Compensation, Benefits, Payroll, Time Tracking, Absence Management, Talent, Performance Management.
* Involved in the **implementation and post-production support** activities.
* Supported Workday releases, to include new functionality and educating the HR team on enhancements.

**Client: CF Industries || Deerfield, IL**   **Jan 2018 – Dec 2018**

**Workday Functional Consultant**

* Involved in Requirements Gathering, functional design, testing and production support.
* Designed and optimized all global HR processes and made sure workday is configured and leveraged to support all the required HR processes.
* Created **Supervisory Organizations, Cost centers, Locations and their hierarchies, Job Requisitions.**
* 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 record maintenance, Talent, Performance, Absence Management, Time Tracking / On-boarding.
* **Create leaves of various types with validations/Leave of as per the requirements given, conditional calculations for accruals, leave families, leave of absence rules, cascading leaves.**
* Created Various Accrual calculations like Conditional, Instance set Comparison Calculations. Loaded and Created Holiday Calendars.
* **Created Custom reports like Employees on Leave, Extract Time off balances, Workers on Overlapping leave**.
* Configured Compensation packages comprising of **Salary, Allowance, Bonus, Merit plans** for multiple countries.
* Configured several **compensation eligibilities rules** for Job Profiles, Job Family groups.
* Configured Custom Business processes for Hire, Propose Compensation, Termination, Job Change and configured notifications, advanced routing restrictions, consolidated approval chains as needed.
* Created various **User-based, Role-based security groups** and worked on Domain and Business process security policies.
* Worked on creating **Simple, Advanced, Matrix, nBOX** Reports along with complex calculated fields using Workday Report Writer.
* Worked on configuring **Holiday Calendars** for different countries and use those calendars in different time off plans based on countries/regions.
* 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 Employee system.**
* Created Custom **Talent & Performance management Dashboards** for internal team based on their management hierarchy to compare their Merit and performance Analytics.

**Client: Synchrony Financial || Stamford, Connecticut**  **May 2016 – Nov 2017**

**Workday HRIS Analyst**

* Responsible for Requirement Gathering, Analysis, Configurations, Setups, Testing, End User and Super User Training, and Post-production support.
* Involved in the design and prototype development based on the client requirements.
* Capable of working cross-functionally with different stakeholders and team members.
* Designed Business Flow diagrams and processes that include staffing models, job benefits, Absence management, compensation grades and packages.
* Modify the existing business processes for new implementation initiatives.
* Built **Custom notifications** in deployment based on the business flow diagrams.
* Worked on the **system security** and maintaining Role-Based, **User-Based security groups**.
* Optimized report performance by eliminating unnecessary calculated fields in the report and moved custom reports within different Workday application tenants and validated data for all tenants.
* Expertise in creating Allowance plans, Salary Plans, Bonus Plans, Compensation Eligibility Rules and maintaining compensation related business process.
* Configure Compensation Eligibility Rules as per the job profiles and compensation grades.
* Worked with Various Calculated Fields In-order to **calculate Balances** for the **calendar Year**.
* Create Validation Rules for various Business Processes, test them in the sandbox and move them to production.
* Monitor the integrity of the Human Resources Information System (HRIS) data with regular audits, troubleshooting, as wells as partnering the team to research development, correct discrepancies, and ensure compliance.

**Client: Henry Schein || New York, NY**  **Mar 2015 – Apr 2016**

**Workday Report Writer**

* Understand Business process flows, gathered requirements from the business meetings to deliver the reports as required.
* Developed Advance, Matrix, Composite reports and understand the object-oriented concept.
* Create custom reports using multiple data source and business objects.
* Worked with **Intermittent Time Off’s**, Added the Reasons for some Leaves.
* Worked with **Cascading leaves**, set up the **eligibility rules** and conditions for various leaves and time off’s as per the business requirements given.
* Experience on setting up scheduling of reports and deeply understanding the permissions required for sharing them.
* Involved in discussion stakeholders and consulting partners on Reporting, Security tasks, Integration tasks, Conversion tasks.
* Worked on creating Simple, Custom Reports and **Ad-hoc workday reports** as per the requirements of the clients.