

NIKHILA AINALA

Jersey City , NJ | +1 (646) 477-8051 | ainalanikhila56@gmail.com | [Linked In](#)

PROFESSIONAL SUMMARY

Workday Analyst with 3+ years of experience implementing and optimizing Workday HCM, Payroll, Compensation, and Benefits modules. Skilled in configuring business processes, calculated fields, EIB integrations, and Workday Studio workflows to automate HR operations and improve payroll accuracy by 30%. Experienced in creating custom dashboards, BIRT reports, and KPI scorecards, enabling data-driven HR and finance decisions while preventing overpayments exceeding \$150K annually. Adept at Workday security audits, ERP integrations, and HRIS documentation, driving operational efficiency and enhancing employee satisfaction.

TECHNICAL SKILLS

Workday & HR Systems: Workday HCM (Core HR, Payroll, Compensation, Benefits), Workday Studio, Workday Reporting, Workday Integrations, Workday Security Configuration, Workday EIB (Enterprise Interface Builder), Workday BIRT Reports, Workday Calculated Fields, Workday Business Processes.

HR & Payroll Operations: Payroll Processing, Compensation Planning, Benefits Administration, Employee Lifecycle Management, HR Operations, Labor Law Compliance, Payroll Reconciliation, HRIS Auditing.

Reporting & Analytics: Advanced Excel (Pivot Tables, Power Query, Power Pivot), Workday Custom Reports, Workday Dashboards, Workday Analytics, KPI Reporting for HR and Payroll.

Workflow & Automation: Workday EIB, Workday Studio, Workday Report Writer, Workday Business Process Automation, Workday Security & Access Workflow.

Collaboration & Project Tools: Jira, Confluence, Smartsheet, MS Project (for Workday project implementations and HR process tracking).

PROFESSIONAL EXPERIENCE

Workday Functional Analyst

Jan 2025 - Aug 2025

Plug and Play Tech Center | Jersey City, NJ

- Configured Workday HCM modules across Core HR, Payroll, Benefits, and Compensation, streamlining employee data management and boosting HR process efficiency by 25% while ensuring compliance with labor regulations.
- Built tailored Workday dashboards and BIRT reports to visualize payroll, headcount, and benefits utilization, enabling leadership to make data-driven decisions that cut reporting cycles by 30%.
- Automated payroll and benefits business processes using Workday EIB and calculated fields, eliminating manual errors and accelerating payroll processing by 20%, improving overall employee satisfaction.
- Managed compensation adjustments, merit increases, and bonus allocations in Workday, applying security role configurations that enhanced payroll accuracy to 100% and ensured timely execution.
- Conducted periodic Workday security reviews and role validations, detecting access discrepancies and implementing corrective actions that strengthened data integrity and reduced compliance risks.
- Integrated Workday HCM data with Power BI dashboards and Excel KPI trackers, providing actionable insights for HR and finance, which decreased manual reporting effort by 15% and accelerated executive decision-making.
- Developed SOPs, user guides, and training materials for HR teams on payroll, compensation, and Workday HCM workflows, reducing onboarding time by 40% and increasing adoption of automated processes.
- Monitored payroll reconciliations, benefits enrollments, and HR data integrity in Workday, identifying errors proactively to prevent overpayments and missed contributions exceeding \$50K annually.

Workday Analyst

Jul 2024 - Dec 2024

Hydronos Labs | Jersey City, NJ

- Configured Workday HCM Core HR, Payroll, Compensation, and Benefits modules, streamlining employee data and automating HR processes, which improved operational efficiency by 30% and ensured compliance with labor regulations.
- Developed custom Workday reports and dashboards using Report Writer and BIRT, enabling leadership to monitor payroll accuracy, headcount, and benefits utilization, which reduced reporting time by 25%.
- Automated payroll cycles, merit increases, and bonus calculations using Workday calculated fields and business process frameworks, eliminating manual errors and achieving 100% payroll accuracy for 1,000+ employees.
- Conducted Workday security audits and role validations, identifying access gaps and implementing corrective actions that strengthened data integrity and reduced compliance risks.
- Integrated Workday HCM data with Excel KPI dashboards, providing actionable insights into workforce trends, attrition, and compensation spend, decreasing ad-hoc reporting by 20% and improving HR decision-making.
- Collaborated with HR and finance teams to implement promotions, salary adjustments, and variable pay programs within Workday, ensuring accurate execution and enhancing employee satisfaction scores.
- Monitored payroll reconciliations, benefits enrollments, and HR data integrity in Workday, proactively identifying discrepancies that prevented overpayments and missed contributions worth \$150K annually.
- Documented Workday configurations, payroll workflows, and reporting procedures in Confluence, creating a centralized knowledge hub that accelerated onboarding and reduced recurring support requests by 35%.

Workday ERP Analyst

Jan 2021 - Aug 2022

Cognizant Technology Solutions | Hyderabad, India

- Streamlined employee lifecycle management by configuring Workday HCM, Payroll, Compensation, and Benefits modules, automating HR processes and increasing operational efficiency by 30% while maintaining compliance.
- Delivered leadership-ready insights by designing custom Workday dashboards and BIRT reports, reducing reporting cycles by 25% and enabling faster decision-making on workforce and payroll trends.
- Increased payroll accuracy for 1,000+ employees by automating payroll cycles, merit increases, and bonus calculations using Workday calculated fields, eliminating manual errors and ensuring timely payments.
- Strengthened data security by auditing Workday roles and business processes, identifying access gaps and enforcing controls that reduced unauthorized access incidents by 20% across HR modules.
- Enhanced cross-system visibility by integrating Workday HCM with SAP and Oracle ERP systems, consolidating workforce and payroll analytics that improved HR and finance operational efficiency by 15%.
- Enabled accurate compensation management by implementing promotions, salary adjustments, and variable pay programs in Workday, collaborating with HR and finance teams to ensure timely execution and improved employee satisfaction.
- Reduced repetitive reporting tasks by automating recurring HR dashboards and KPI reports using Workday and Excel, cutting ad-hoc report requests by 30% and freeing HR resources for strategic work.
- Improved onboarding and support efficiency by documenting Workday configurations, payroll workflows, and reporting procedures in Confluence, creating a centralized knowledge hub that reduced recurring support requests by 35%.

PROJECTS

Workday Payroll & Compensation Automation

- Configured payroll and compensation workflows in Workday, using calculated fields and business process frameworks to automate merit increases and bonuses for 1,000+ employees, improving accuracy by 25%.
- Developed Workday custom reports and dashboards to monitor payroll, benefits, and headcount trends, reducing reporting cycles by 30% and providing real-time insights to HR and finance leadership.
- Implemented Workday integrations with SAP and Oracle ERP systems using EIB and Workday Studio, streamlining payroll and benefits data flow and enhancing cross-system reporting visibility.

Workday Benefits Enrollment & HRIS Optimization

- Automated benefits eligibility and lifecycle events in Workday HCM, leveraging business process configurations to ensure accurate enrollments and reduce manual HR interventions by 30%.
- Designed Workday dashboards for benefits utilization and employee engagement metrics, enabling HR teams to monitor trends and make data-driven decisions that improved employee satisfaction.
- Documented Workday HRIS workflows, security roles, and reporting processes in Confluence, creating a centralized knowledge repository that reduced onboarding time by 35%.

Workday HCM Reporting & Workforce Analytics

- Built custom Workday reports and dashboards for headcount, attrition, and compensation spend analysis, delivering actionable insights that improved workforce planning and reduced ad-hoc report requests by 25%.
- Integrated Workday HCM data with Excel and BI tools to produce KPI scorecards, allowing HR and finance teams to track payroll trends, compliance, and compensation metrics effectively.
- Conducted periodic audits and validations of Workday HCM data, identifying discrepancies in payroll and benefits, which prevented overpayments and ensured 99% data accuracy.

EDUCATION

Master of Science in Information Systems

Stevens Institute of Technology | Jersey City, NJ

Jan 2023 - Dec 2024

Bachelor of Technology in Civil Engineering

CVR College of Engineering | Hyderabad, India

Aug 2018 - Apr 2022

CERTIFICATIONS

- Workday Basics Series – **Coursera**
- HR Analytics: Using Data to Drive HR Strategy – **Coursera**
- People Analytics – **Coursera**
- Microsoft Excel for Data Analysis – **LinkedIn Learning**
- Strategic HRM: Talent, Performance, Compensation Design – **Coursera**