**Jaya Prasad**  **SAP HCM Lead Analyst**

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**Professional Summary**

* Currently working with CGI as SAP HCM Lead Analyst
* Overall 14.3 years of human resource experience, whereas 11.3 years in SAP HCM, in which I have done 3 Implementations, 1 rollout and 4 support Project Experience
* Strong technical and implementation experience in SAP HR, Organizational Management, Personnel Administration and Time Management (Negative & Positive) with CATS & Payroll Canada
* Good understanding in Analyzing Business Requirements and Development of Applications as per Client requirement
* Deftly handled all the queries related to PA, OM, TM (Positive and Negative time), CATS, Payroll, & Payroll Canada & US.
* Specialized in SAP HCM configuration and creating PCRs & schema, performed through many SAP HCM projects
* Experienced in full-cycle and rollout project, application maintenance and support
* Expertise in preparing Blue Prints, Functional Specs, Unit Test scripts, UATs, User Manual and Configuration documents as well
* Worked extensively with SAP R/3 4.7EE & ECC 6.0 and Strong experience on ASAP Methodology
* Excellent Communication, Client Interaction, Presentation & Problem solving Skills

**Expertise in SAP**

* **Org Management:** Configuration of Org Structure, Maintenance of Objects, Relationship, Maintenance of All info types of OM, Plan Version.
* **Master data:** Configuration of Structures, Maintenance of All info types, Customization of Info type screens, Info type menus, Info Groups.
* **Time management:** Time Info types, Work Schedules with the variants, Regular Working Time, Overtime, Comp Off, worked and Customized PCRs, Schemas as per the Client Requirement, Hands on experience on Time Log and CATS.
* **Payroll:** Wage Types, Processing Time Data, Payments and Deductions, Schemas, Functions, PCR’S, Internal Tables, Default Values/Features, Factoring, Taxes, Payroll Integration, Off-Cycle Processing.

**Working Experience**

Feb 2014 to Till date : CGI India Pvt Ltd, Hyderabad as Sr. SAP – HCM Consultant

Jan 2013 to Feb-2014 : NTT Data, Bangalore as SAP-HCM Consultant

April 2010 to Dec 2012 : IBM India Pvt Ltd, Bangalore as SAP – HCM Consultant

Sep 2005 to Aug 2008 : Methodex Technologies Pvt Ltd, Hyderabad as HR Executive

**Technical Skills:**

**ERP :** SAP-HCM

**Version :** SAP R/3 4.7C, ECC 6.0

**Package :** MS-OFFICE (Word, Excel, Power point), MS Outlook

**Operating Systems :** WINDOWS 2000/2003.

**Academics**

Master of Business Administration

Bachelor of Science

**Project#8**

Company : CGI

Project : Bell

Role : Lead Analyst

Environment : Support

Duration : Mar 2017 to till today

Modules **: Payroll Canada & US**

Responsibilities:

Requirement is to handle support incidents, change requests and enhancements Canada & US Payroll

* Working directly with the client to gather requirements and to understand the gaps and provide the solutions for incidents, change requests and enhancements received
* Coordinate with ABAPers for creating / updating operations as required for the complex requirements received
* Coordinate with the FICO team for creating 3PR Vendors and GL accounts to map for 3PR and FICO postings
* Provide estimations for the change request and enhancements received
* Adhere to the SLA's and provide solutions to the incidents received
* Write PCRs and update in Schema as per requirement
* Extensively worked on Support pack HRSP and OSS notes
* Create and perform unit test cases in development system and help client in there UAT in quality system
* Perform cutover activities and sanity testing in production system as applicable
* Participate in the review meetings with the clients
* Supporting client pay cycles like Bi-weekly and Monthly payrolls
* Working on rollover activities like Accruals, payment models, EI, WCB rates for Canada
* Extensively worked on Year end forms for Canada
* Worked on Tax upgrade to updated the Canada Tax infotypes like 462 & 463
* Participated in BSI Tubs upgrade
* Worked on SUI rates for US

**Project#7**

Company : **CGI**

Project : MTS

Role : Sr. SAP – HCM Consultant

Environment : Implementation

Duration : Mar 2016 to Feb 2017

Modules **: Payroll Canada**

**Overview & Description:**

Requirement is to merge MTS employees in SAP into Bell Canada SAP.

**Responsibilities:**

* Created Payroll Areas, Period Parameters, Date modifiers, control records and generated payroll calendars, cumulation intervals, configured month end accruals and HR Posting dates
* Configured EE Subgroup Grouping for PCR and CAP
* Created new WTs for additional payments, deduction, absences, attendances and benefits
* Created new Benefit Plans and integrated with payroll
* Created new membership type and updated in feature PAYEE to default in IT0057
* Created new PCRs and inserted in schema to process Union dues, Holiday Pay, Long Term Disability (LTD), Parking WTs deduction, benefits etc.,
* Worked on country specific requirement like VPA, PILV, Banked Overtime, WCB and ROE
* Worked on the Year End forms like T4, T4A, Rel1 & Rel2
* Mapped the new WTs to symbolic account for GL assignment in table V\_T52EL
* Added the WTs to process 3rd party postings in table V\_T51RH, V\_5KRC\_A
* Prepared test scripts and performed unit testing and regression in development environment
* And involved in defects fixing while client testing in quality environment
* Handling defects, and extended support to the client during Normalization period to resolve any production issues

**Project#6**

Company : **CGI**

Client : **SaskTel (Canada)**

Role : Sr. SAP – HCM Consultant

Environment : Support

Duration : Sep 2015 to Feb 2016

Modules **: Time (Positive & negative) and Payroll Canada**

**Overview & Description:**

Saskatchewan Telecommunications Holding Corporation, commonly known as SaskTel, is a full service communications provider in [Saskatchewan](https://en.wikipedia.org/wiki/Saskatchewan). A [crown corporation](https://en.wikipedia.org/wiki/Crown_corporation), SaskTel has $1.2 billion in annual revenue and over 1.4 million customers.

Responsibilities:

* Handling issues related to PA and Time management (Positive & Negative) with CATS & Payroll & Payroll.
* Actively participated in project meetings, team meetings and client meetings.
* Provided the right solution for critical issues.
* Very good experience to work on Incidents (Tickets), Service request (SR) & Change request (CR).
* Extensively worked on Support pack and experienced with tools like Panaya, C2 & ITSM.
* Expertise in preparing functional specs, test scripts, training documents, User manuals, and conducting end user training
* Monitoring of the scheduled job run on regular basis.
* Assisted testing consultants to execute test scripts as per the requirement.
* Providing assistance, guidance and help to the users/requesters by investigating the Incidents/tickets.
* Monitoring of the scheduled job run on regular basis.
* Giving production support or Hypercare to the end user as per the SLA guidelines.
* Timely delivery of the new enhancement requirements to the users after doing through unit and integration testing in QA environment.
* Worked in partnership with the SAP ABAP to provide functional requirements
* Documentation of the configurations performed in the system
* Worked on Year end activities
* Experienced to work with solution manager.

Conversion Project Responsibilities:

* Understand the complete existing business process/configuration of Time Management
* Prepared the initial draft of business blue print as per the existing Configuration
* Set up the workshops with the client for more clarification and accordingly modified the Business Blue Print
* Modified the existing configuration for various Personal Actions
* Delimited the existing configuration for Absences and Absence Quotas
* Defined the various absence quotas like Vacation, Banked Vacation, Banked Overtime, Casual Sick Leave, Family Leave, Paid Leave, Floater Holidays ESL 100% & 75%
* Configured the multiple new absence Types to suit the existing configuration
* Created the various Wage Types as per the requirement
* Using the standard report to delimited the Absence Quotas from IT0005 and pushed remaining quotas to IT2006
* Modified the existing Schema and configured the multiple PCRs to build the various absence quotas
* Prepared the functional specifications for various reports
* Complete Vacation pay out process has been delimited from IT0083 and moved to IT0416
* Configured various processes for Vacation Pay out with different employee groups

**Project#5**

Company : **CGI**

Client : **Cameco (Canada)**

Role : Sr. SAP – HCM Consultant

Environment : Support

Duration : Feb 2014 to Aug 2015

Modules **: OM, PA, Time (Positive & negative) with CATS & Payroll Canada.**

**Overview & Description:**

Cameco Corporation is the world's largest publicly traded uranium company, based in Saskatoon, Saskatchewan. It was the world's second largest uranium producer, accounting for 18% of global production from its mines in Canada.

Responsibilities:

* Handling issues related to OM, PA and Time management (Positive & Negative) with CATS
* Timely delivery of the new enhancement requirements to the users after doing through unit and integration testing in QA environment.
* Provided the right solution for critical issues.
* Providing assistance, guidance and help to the users/requesters by investigating the Incidents/tickets.
* Giving production support or Hypercare to the end user as per the SLA guidelines.
* Actively participated in project meetings, team meetings and client meetings.
* Created multiple PCR’s for varies requirements
* Expertise in preparing functional specs, test scripts, training documents, User manuals, and conducting end user training
* Monitoring of the scheduled job run on regular basis.
* Assisted testing consultants to execute test scripts as per the requirement.
* Worked in partnership with the SAP ABAP to provide functional requirements
* Documentation of the configurations performed in the system
* Worked on Year end activities

**Project#4**

Company : **NTT Data**

Client : **Indigo airlines**

Role : SAP – HCM Consultant

Environment : Implementation

Duration : Sept 2013 to Feb 2014

Modules **: Time Management (Negative & Positive) with CATS**

**Overview & Description:**

IndiGo is a low-cost airline headquartered at Gurgaon, Haryana, India. It is the largest airline in India in terms of passengers carried, with a 42.6% market share. The airline operates to 41 destinations and is the second largest low-cost carrier in Asia.

Description:

The project involved implementation of SAP HCM modules comprising PA, OM, Time, Payroll & ESS/MSS. Responsible for end to end solution delivery for Positive Time Implementation.

Responsibilities:

* Conducted requirement gathering workshops and prepared SAP Requirements Specifications Document
* Created the Business Blueprint Document with the TO-BE business processes in SAP and also created functional specifications documents for the gaps
* Configuration of custom positive time schema and PCRs incorporating various customer scenarios
* Actively participated in data Migration as well as cutover activity
* Configuration of Public Holidays, Public Holiday Calendar and Work Schedule Rules.
* Configuration of Absence Types, Counting Rules, Absence Quotas, Deduction Rules & Absence Valuation Rules including Absence Refinement.
* Configuration of Attendance Types and Counting rules.
* Defined selection rules for generation of absence quotas using TMON rule.
* Customized SCHEMA TM00, modified some standard PCRs to suit the requirement
* Determination of First Clock In and Last Clock Out in Positive Time Evaluation
* Determination of Late Coming, Early Going and Unauthorized Absence
* Comp Off generation solution and daily Overtime and Public Holiday Overtime Solution
* Worked on varies scenarios like canteen deductions, Shift allowances and build some validations through PCRs
* Generation of Time Wage types (Through Configuration & PCR)
* Configuring of tables T555A, T555Y, T555Z, T510S, T511K,T554C etc.,
* Carry Forward of Unused Leave Quota to next year for Employees.
* Absence valuation by using AS-IF principle.

**Project#3**

Company : **NTT Data**

Client : **The Himalaya Drug Company**

Role : SAP – HCM Consultant

Environment : Implementation

Duration : Jan 2013 to Aug 2013

Modules **: TM-Negative & Positive & ESS-MSS**

**Overview & Description:**

Global leader in Herbal care products. Himalaya operates in over 90 countries, their products are prescribed by 400,000 doctors worldwide, and millions of customers trust Himalaya for their health and personal care needs.

Description:

Involved in the End to end Implementation. Understanding of Business process matching with the SAP system. I have participated in the preparation & modification of Blueprint. Worked on Realization, configuration part, Unit testing, User Acceptance Testing & cutover activity as well.

Responsibilities:

* Conducted requirement gathering workshops and prepared SAP Requirements Specifications Document
* Created the Business Blueprint Document with the TO-BE business processes in SAP and also created functional specifications documents for the gaps
* Actively participated in data Migration as well as cutover activity
* Design of integration solution between SAP R/3 and third party time recording system.
* Generation of Work Schedules – Holiday calendar, Breaks, DWS, PWS
* Maintained features SCHKZ, TMSTA, and QUOMO
* Working experience on Positive & Negative Time management, ESS-MSS, Travel & PMS
* Customized SCHEMA TM04 & TM00, modified some standard PCRs to suit the requirement
* Sound knowledge on Time Evaluation Log
* Generation of various Quotas according to Client’s requirement
* Expertise on Over Time management, Compensatory Off.
* Configuring of tables T555A, T555Y, T555Z, T510S, T511K,T554C etc.,
* Configured Absences, Attendances
* Generation of Time Wage types (Through Configuration & PCR)
* Configuring the Personnel information details, Employee Search, Leave request, CATS, Benefits & Payment, Team Calander, Team Overview etc..
* Designing the approval process and Configured UWL with the help of Basis and portal
* Configured OADP structure to maintain Employee selection as per Client Requirement
* Coordinate with WebDynpro Consultant to develop custom application as per the requirement
* Configuring of Travel Profile, Creation of Travel Request, Creation of Travel Expenses report, Set up the Workflow approvals, Configuring the Trip Number ranges, Configuring the features TRVVC, TRVFD & TRVPA, Activity Types and posting to GL accounts.
* PMS- Configured the Appraisal Template which includes KRIs, Qualifications & training with various businesses flows and helped out to ABAP team to develop and activate BADI for PMS.

**Project#2**

Company : **IBM India Pvt Ltd**

Client : **IBM-HRMS (Russia)**

Role : SAP – HCM Consultant

Environment : SAP 6.0 Implementation & Hypercare Support

Duration : Aug 2011 – Dec-2012

Modules **: PA and Time Management (Positive)**

**Overview & Description:**

IBM-HRMS is an internal project of IBM; SAP HCM is being implemented globally for entire IBM.

Description:

Involved in the End to end Implementation. Understanding of Business process matching with the SAP system. I have participated in the preparation & modification of Blueprint. Worked on Realization, configuration part, Unit testing, User Acceptance Testing & cutover activity as well.

Responsibilities:

* Configured Structures and maintained relations
* Maintained All Master Data Info types, Set up various Features
* Configured Personnel Actions & Dynamic actions as per the requirement
* Configured Info type menus, Info groups and screen modifications.
* Generation of Work Schedules – Holiday calander, Breaks, DWS, PWS, Variants
* Maintained features SCHKZ, TMSTA, and QUOMO
* Configured Basic Pay -Creating wage types, maintained characteristics , maintained Features
* Involved in the integration with Org management
* Working experience on –ve Time management
* Defined selection rules for generation of absence quotas using TMON rule.
* Customized SCHEMA TM04, modified some standard PCRs to suit the requirement
* Sound knowledge on Time Evaluation Log
* Generation of various Quotas according to to Client’s requirement
* Expertise on Over Time management, Compensatory Off.
* Configuring of tables T555A, T555Y, T555Z, T510S, T511K etc.,
* Configured Absences, Attendances
* Generation of Time Wage types (Through Configuration & PCR)
* Absence valuation by using AS-IF principle.

**Project#1**

Company : **IBM India Pvt Ltd**

Client : **IBM-HRMS**

Role : SAP – HCM Consultant

Environment : SAP 6.0 Supports and Maintenance.

Duration : Apr’ 2010 to Aug 2011

Modules **: OM, PA & TM (Negative & Positive) with CATS & ESS & MSS.**

**Overview & Description:**

IBM-HRMS is an internal project of IBM; SAP HCM is being implemented globally for entire IBM.

Responsibilities:

* Solid experience using CM data base and RTC (Rational team Concert).
* Supporting of India & CEEMA countries for OM, PA and Time management (Positive & Negative) with CATS & ESS & MSS
* Actively participated in project meetings, team meetings and client meetings.
* Provided the right solution for critical issues.
* Very good experience to work on Incidents (Tickets), Service request (SR) & Change request (CR).
* Expertise in preparing functional specs, test scripts and training documents.
* Assisted testing consultants to execute test scripts as per the requirement.
* Providing assistance, guidance and help to the users/requesters by investigating the Incidents/tickets.
* Preparing SOPs, User manuals, conducting end user training.
* Giving production support or Hypercare to the end user as per the SLA guidelines.
* Timely delivery of the new enhancement requirements to the users after doing through unit and integration testing in QA environment.
* Worked in partnership with the SAP ABAP to provide functional requirements
* Documentation of the configurations performed in the system
* Worked on Year end activities
* Experienced to work with solution manager.

**Domain Experience:**

**Organization** : Methodex

**Duration** : Sep 2005 to Aug 2008

**Designation** : HR Executive

**Job Profile:**

**Recruitment & Resourcing:** Coordinating the selection and recruitment process at ICFAI National College – Head Quarters. Screening resumes through monsterindia.com and naukri.com. Short listing resumes according to the requirement. Conducting Walk-in Interviews at HQ. Preparing Offer letters and appointment letters and coordinating with joining formalities.

**Time Management:** Maintenance of Attendance, Payroll and Leave records. Analyzing the time sheets of employees from nine regional offices, across the globe.

**Payroll:** Preparing pay roll for all the employees, by taking attendance, remarks, and disbursing salaries. Taking care of grievances related to salary issues.

**Benefits:** Handled Medical Insurance, ESI issues, and taking care of Mediclaim, Encashment of EL and LTC issues for all regions.

**Induction:** Presenting the HR rules and regulations to the new joinees at the time of induction pertaining to entire core HR.

**Exit Process:** Handled exit process, involved in full cycle of the process.