

# ANIL ALLADA

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## HRIS CONSULTANT WORKDAY

Experienced HRIS Workday Analyst with Master's in Human Resource Management. Expertise in providing functional and technical optimization in areas of Core HCM, Recruitment, Advance Compensation, Benefits, Absence Management, Time Tracking, Payroll, Business Process, Security, Reporting and PRISM along with **Time Tracking**, **Absence**, and **Payroll for U.S.** PRO Certification.

### EXECUTIVE SUMMARY:

- Expertise in configuration of Business Process configurations with different functional areas by creating Rule Based Definitions, adding approval, action, To Do, Report, Integration, Review Document, Questionnaire, Help texts, and Step Delay to Business Process.
- Proficient in Workday modules, including Core HCM, Advance Compensation, Benefits, Absence Management, Time Tracking, Payroll, Core Compensation, Recruiting.
- Proficient in Development of Advanced, Matrix, Composite, and Search Reports in Workday using Workday Report Writer and PRISM.
- Proficient in Workday Security framework setup in all key areas like, Security Groups, Domain Security Policies, Business Process Security Policies.
- Expertise in configuration of Alerts, Business Process Custom Notifications, Schedule Reports, Worklets, and Custom Dashboards.
- Expertise in creating calculated fields, custom objects, dashboards, alerts, condition rules, custom validations and, custom notifications.
- Expertise in EIB Inbound and Outbound integrations to transfer the data between Workday to external systems and external systems to Workday.
- Involved in various activities like Requirement Gathering, Fit-Gap analysis
- Prepare Test Cases, Test Plans, Training Materials, FAQs

### PROJECTS

**Arxada LLC., Remote - IND**

**May 2024 - Till Date**

#### **WORKDAY TIME AND ABSENCE LEAD**

- Implement and support Time and Absence Modules for EMEA, APAC, Middle East Regions.
- Configure Time Off Plans, Time Off, Time Accruals, Leave Types.

- Configure Time Tracking Eligibility Rules, Time Entry Templates, Time Entry Codes, Time Entry Code Groups.
- Configure Holiday Calendars, Work Schedule Calendars, Calendar Rules.
- Create Custom Reports for all functional modules with Advance, Matrix, and Composite Report.
- Configure business processes like Absence Calendar, Request Time Off, Entry Time etc business processes as part of Time and Absence Implementations

## **Verifone Inc., Remote - IND**

**Oct 2022 - May 2024**

### **WORKDAY HRIS CONSULTANT**

- Implement and support Time and Absence Modules for EMEA, APAC, Middle East Regions.
- Configure Time Off Plans, Time Off, Time Accruals, Leave Types.
- Configure Time Tracking Eligibility Rules, Time Entry Templates, Time Entry Codes, Time Entry Code Groups.
- Configure Holiday Calendars, Work Schedule Calendars, Calendar Rules.
- Configure End to End Compensation Review Process for Merit Cycle.
- Configure End to End life cycle of Open Enrollment and Benefit processes.
- Configure Merit Plans, Bonus Plans, Compensation Scorecards and Company Founding Scorecards.
- Create Custom Reports for all functional modules with Advance, Matrix, and Composite Report

## **Varian Medical Systems -Pune MH**

**Aug 2020 - Oct 2022**

### **WORKDAY HRIS CONSULTANT**

- Implement and support Time and Absence Modules for EMEA, APAC, Middle East Regions.
- Configure Time Off Plans, Time Off, Time Accruals, Leave Types
- Configure Arithmetic, Conditional, Value Set Comparison Calculation for Absence Management
- Configure Time Tracking Eligibility Rules, Time Entry Templates, Time Entry Codes, Time Entry Code Groups
- Configure Time Calculations like.. Standard Overtime, Time Block Conditional Calculations, Time Block Create/Holiday Create Calculations to meet the business requirements
- Configure Holiday Calendars, Work Schedule Calendars
- Development of Custom Report with Advanced, Matrix, Composite Reports to meet day to day transformation.
- Organize the Discovery Sessions for Time and Absence Implementations
- Create Test case scenarios for Time and Absence Implementations for Unit Testing, End to End Testing and Sandbox Testing

- Prepare Presentations for the Work Council to implement the Time and Absence modules in EMEA Region like Germany, France etc.
- Configure business processes like Absence Calendar, Request Time Off, Entry Time etc business processes as part of Time and Absence Implementations
- Prepare and Present Training Materials like FAQ, Manager Guide and Employee guides as part of Time and Absence Implementations
- Configure Payment Elections, Earning Codes, Deduction Codes, for Time Off Plans, Time Calculation Tags as part of Payroll production support.
- Configure Base Dataset, Derived Datasets, and PRISM Datasets for Time Tracking and Absence reporting.

**ULINE., PLEASANT PRAIRIE, WI**

**Jan 2019 – July 2020**

**WORKDAY HRIS CONSULTANT**

- Core HR – Experienced in understanding client business requirements, Organization Hierarchy setup, configurable security, tenant setup, Custom Fields, and system process designs.
- Development of Custom Report with Advanced, Matrix, Composite Reports to meet day to day transformation.
- Configured Benefit Plans, Benefit Plan Year Definition, Health Care Rates, Insurance Rates, Benefit Event Rates, Open Enrollment, Enrollment Instructions.
- Created and maintained Standard & Custom Reports with Advanced, Matrix, and Composite reports, including dashboards, schedule reports, alerts and custom notifications to meet the day to day transformation.
- Configured Job Application Business Process, Questionnaires, Candidate grids, Candidate notifications and, Employment agreements, External and Internal Career Sites, Job posting templates as part of Recruitment Setup.
- Configured Advanced and Configurable Securities, Security Groups, Domain Security Policies, Business Process Security Policies.
- Configured Time Off accruals, Leave Entitlements, Leave validations, to existing Time Off and Leave Types to meet the new HR policies.
- Configured Compensation Plans, One-Time Payment Plans, Compensation Eligibility Plans.
- Involved in configuration of Performance Review Templates, Goal Templates, and Potentials, Succession Plans.
- Provide day to day support of Workday Core HCM, Compensation, Absence Management, Security, Reporting issues.
- Responsible for EIB Mass loads to support day to day transactions using. Hire, Edit Position, Edit Job Requisitions, Assign Roles, Put Cost Center, and Update Supervisory Organizations etc.

**MATTRESS FIRM., TX**

**APR 2017 TO DEC 2018**

## **WORKDAY HCM CONSULTANT**

- Involved in Day to Day support of Workday HRIS System.
- Maintained Period Schedules, Pay Groups, Calendar Events, Worker Staffing Events.
- Configured and Maintained Advanced & Configurable security.
- Configured Business Process workflow by adding action, approval, To Do, Review Documents, Questionnaire, Integrations, and Business Process Security Policies.
- Created and Maintained Custom Reports, Custom Objects, Schedule reports, alerts, custom notifications, and dashboards.
- Involved in Absence Management in creation of Time Offs, Time Off Plans, accruals, Leave Types, Leave Entitlements
- Involved work/coordinate with business user for gathering business requirements, approval to approach notes

## **EDUCATION**

**Master of Business Administration (MBA) Human Resources,**  
Gitam University, Vizag

## **CERTIFICATION**

**Time Tracking Pro**

**Absence Pro**

**Payroll for U.S. Pro**

## **TECHNICAL SKILLS**

### **Functional Modules**

Core HR, Core Compensation, Absence Management, Time Tracking, Benefits

### **Integration Tools**

EIB Inbound and Outbound

### **Reporting Tools**

Workday Report Writer

### **Other Tools**

Windows Platform, Microsoft Office