Glen Palmer

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Professional Profile

With many years' working within an Oracle Payroll & Oracle HCM environment, displaying a wide and varied experience of working with numerous clients and completing full project lifecycles, covering business requirement gathering, fit gap analysis, solutioning, implementation and delivering successful projects.

Able to draw on experience of working within an Oracle Applications environment, utilising a strong understanding of the application's architecture and functionality. Delivered detailed business requirement analysis, fit gap analysis, system design, proposing supported, sustainable, and future focused solutions using standard functionality with best business practice.

A focused individual seen as an organised and approachable member of a team who also works well as an individual and takes pride in the presentation and content of all work delivered. Keen to learn new skills and develop professionally and personally, takes pride in sharing knowledge and skills with colleagues and enjoys watching others grow.

Areas of Expertise

Oracle eBusiness Suite up to R12	Oracle HCM Cloud
AME	HCM Data Load (HDL)
Discoverer Administrator	Oracle Transactional Business Intelligence (OTBI)
Discoverer Desktop	
BI Publisher	**Oracle Cloud Certifications**
Web ADI	Oracle Absence Management Cloud
	Oracle Payroll Cloud
SQL	
PL/SQL	
Application Express (APEX Development)	

Career Summary

DATES	ROLE	CLIENT
Jan 2024 – Present	Oracle HCM / Payroll Solution Architect	Home Office
Jan 2023 – Dec 2023	Oracle HCM / Payroll Functional Consultant	Telent
Jan 2023 – Dec 2023	Oracle HCM / Payroll Functional Consultant	Action for Children
Jan 2018 – Dec 2022	Oracle HCM / Payroll Solution Architect	Wood
Jan 2016 – Dec 2017	Oracle HCM / Payroll Functional Consultant	Wood
Jun 2015 – Dec 2015	Oracle HCM / Payroll Functional Consultant	University College London
Jan 2015 – May 2015	Oracle HCM / Payroll Functional Consultant	Hariot Watt University
Jan 2014 – Dec 2014	Oracle HCM / Payroll Functional Consultant	Petrofac
Aug 2013 – Dec 2013	Oracle HCM / Payroll Functional Consultant	Northern Powergrid
Aug 2012 – Jul 2013	Oracle HCM / Payroll Functional Consultant	Northern Powergrid
Aug 2011 – Jul 2012	Oracle HCM / Payroll Functional Consultant	Scottish Government
Sep 2010 – Jul 2011	Oracle HCM / Payroll Functional Consultant	Belron International
Sep 2009 – Oct 2010	Oracle HCM / Payroll Functional Consultant	Logica
Jan 2009 – Sep 2009	Oracle HCM / Payroll Functional Consultant	The Catlin Group
Jun 2008 – Dec 2008	Oracle HCM / Payroll Functional Consultant	Northern Ireland Civil Service
Feb 2008 – May 2008	Oracle HCM / Payroll Functional Consultant	City & Council of Swansea
Apr 2006 – Dec 2007	Oracle HCM / Payroll Functional Consultant	Northern Ireland Civil Service
Jan 2006 – Mar 2006	Oracle HCM / Payroll Functional Consultant	Wood Group
Nov 2005 – Dec 2005	Oracle HCM / Payroll Functional Consultant	Ministry of Defence
Oct 2004 – Oct 2005	Oracle HCM / Payroll Functional Consultant	Calyon Corporate Bank
May 2004 – Nov 2004	Oracle HCM / Payroll Functional Consultant	Metronet
May 2003 – Apr 2004	Oracle HCM / Payroll Functional Consultant	Laurel Pub Company
Nov 2002 – April 2003	Oracle HCM / Payroll Functional Consultant	University of Greenwich
Sep 2002 – Nov 2002	Oracle HCM / Payroll Functional Consultant	IBO
Dec 2001 – Jan 2002	Oracle HCM / Payroll Functional Consultant	University of Wales
May 2001 – Oct 2001	Oracle HCM / Payroll Functional Consultant	Vizzavi
Nov 2000 – Mar 2001	Oracle HCM / Payroll Functional Consultant	British Airways
Sep 2000 – Nov 2000	Oracle HCM / Payroll Functional Consultant	Churchill Insurance
Feb 1995 – Aug 2000	Payroll Business Analyst	Reed Personal Services

Project History

JOB TITLE | **ORACLE HCM / PAYROLL CONSULTANT**
COMPANY | **HOME OFFICE - SYMATRIX**
DATES | **JAN 2024 TO PRESENT**

RESPONSIBILITIES & ACHIEVEMENTS

· **Project: Home Office**

· The Home Office programme has been live and in Production for several years, however due to the nature of changes in the organisation and scale, all areas of support are outsourced to several vendors responsible and accountable for different deliverables.

· As a Senior Payroll Consultant and part of the Deloitte Change Team covering a number of projects within the programme.

· Backlog & Small Change – Responsible for managing and delivering small changes or existing backlog issues working directly with Business Analysts from Home Office and the outsourced payroll processing provides.

· Compensatory Time for HMPO – The HM Passport Office sunset their existing time and attendance tracking solution and looked to Oracle Cloud for a solution. Proposed, designed and developed a solution using Oracle Time & Labor and Absence Management using Compensatory Absence Plans to track flexitime (TOIL) policies.

· Redwood Deployment – Responsible for delivering the transition from classic / responsive UI to the latest Redwood user experience covering modules Payroll, Absence Management, Time and Labor and Compensation. The initial phase of the project was to deliver parity of the solution to ensure minimal to no impact on service to workers and 3rd party vendors responsible to outsourced processes. Parity would include the translation of existing personalisations from the existing Oracle frameworks to the latest Visual Builder Studio (VBS) technology stack. This phase would also include liaising with Change Management, Business Leads and Training teams to understand where Redwood has changed, or additional features could be leveraged.

· Project Accounting / Time and Labor – At present there is a phase of design being conducted to implement Project Accounting across and number of bodies within the Home Office by the Deloitte team. With Oracle Time and Labor already deployed across the estate with Payroll as a Time Consumer, responsibilities will be to conduct a number of initial workshops to transition to a Projects and Payroll Timecard solution ensuring payroll will not be impacted and delivering data requirement to support the Project Accounting design.

JOB TITLE | ORACLE HCM / PAYROLL CONSULTANT
COMPANY | ACTION FOR CHILDREN & TELENT – NAMOS
DATES | JAN 2023 TO DECEMBER 2023

RESPONSIBILITIES & ACHIEVEMENTS
- **Project: Action for Children**
- **Project: Telent**

- Replacing the existing consultant at the tail end of the design phase responsible for the delivery of Absence Management for both clients.
- Finalised the design phase covering all components of Absence Management including a complete revision of the proposed Annual Leave and Accrual Plan strategy to consolidate the previously recommended fragmented solution.
- Validated the proposed design for all UK Statutory Absence Management solutions covering both Statutory requirements and company related occupational offerings.
- Integrate Absence Management with Payroll for timely and accurate payments for all types of absence ranging from UK Statutory and company occupational, include disbursements of Annual Leave.
- Advise the Data Migration team to ensure the transition to a new Oracle Cloud solution did not interrupt the worker experience, ensure starting accrual balances are correct and any historical absences impacting company occupational entitlements.
- Execution of SIT testing phase, evidence of results against the initial requirement and design principals and maintain configuration management.
- Support a phase of UAT testing, resolving issues in a timely fashion so not to impact timelines and manage Change Requests with the project manager.
- Support several phases of Payroll Parallel Run (PPR).

- (Telent Only) provide Hypercare Support post Go Live for several payroll periods, adding support for general daily data management and maintenance.

JOB TITLE | ORACLE HCM / PAYROLL SOLUTION ARCHITECT
COMPANY | WOOD – ORACLE CONTRACTORS
DATES | JULY 2022 TO DECEMBER 2022

RESPONSIBILITIES & ACHIEVEMENTS
- **Project: Southern Europe (Italy, Spain and Switzerland)**

- The Southern Europe phase of the project was focused mainly on the Italian, Spanish, and Swiss legal entities as the first candidate for the global ERP deployment in Oracle Cloud Applications.
- Responsibilities included working with a team on the initial project initiation and discovery phases, conducting and running initial workshops and fact-finding sessions to support the project management

team with the scope whitepaper and project initiation documentation (PID) which would be presented to programme steer and the executive leadership team.

· Would oversee the delivery of the detailed workshop phase covering HCM, Absence Management, Time and Labor and Payroll. Preparing workshop presentation decks focusing on the core Cloud Global Design guiding principles delivered in an earlier phase and targeting local requirements supported by statutory legislation.

· Would conduct weekly cross stream sessions with work stream leads to ensure alignment between modules ensuring the end-to-end processes would not be impacted by design decisions.

· Design and complete a new Requirement Traceability Matrix (RTM) format used across the programme to accelerate and improve the accuracy of the requirements gathering and fit gap analysis phase of the project, giving the project management and sponsors greater visibility of scope.

· Completed a weekly overview of proposed solutions with work stream leads covering HCM, Absence Management, Time and Labor and Payroll ensuring these aligned with the global framework and supported the business.

· Supported the Global Process Owner of Payroll during the tender and vendor selection process to replace the existing in country solutions for Southern Europe, aligning with the global payroll strategy completed earlier in 2021 as part of the Cloud Global Design project.

· Coming to the end of the discovery and requirements phase of the project, decided to not renew the contract into 2023 and explore new opportunities and challenges.

JOB TITLE　　| ORACLE HCM / PAYROLL SOLUTION ARCHITECT
COMPANY　　| WOOD – ORACLE CONTRACTORS
DATES　　　　| OCTOBER 2021 TO JUNE 2022

RESPONSIBILITIES & ACHIEVEMENTS
· **Project: Cloud Global Design**

· With the initial deployments of Oracle HCM Cloud commencing in 2018 and the continual roll out globally through to Q1 2023, Wood made the decision to commence the roll out of the wider ERP footprint of Oracle Cloud Applications.

· With 3 existing Oracle eBusiness Suite instances continuing to manage the downstream processing of Time Capture, Absence Management, Payroll and the ERP functions of Projects, Finance, Procurement etc which were all managed in an aging coexistence model. Wood selected Deloitte as an SI to commence work on the alignment and global design of all modules.

· As solution architect working directly with Deloitte leadership and Wood senior programme stake holders, assisted with the definition of the guiding principles for a programme that would transition approx. 55 countries to Oracle Cloud ERP Applications.

· Working directly with Deloitte consultants, specialists employed by Wood, and the Global Process Owners (GPO) for Payroll, Time Capture, Absence Management, Core HCM and Recruitment to align and agree level 3 global processes to support all business units, streamlining the process and gaining efficiencies using a global shared service model utilising Oracle best business practice.

- During the design phase, provided guidance and validation of global key design decisions to ensure standardisation would be achieved. Offered solutions that aligned with the numerous global strategies for Master Data Management (MDM), Reporting, Data Migration and future flexibility due to the nature of organisational change.
- Was a member of the Design Authority that would review proposed solutions from Deloitte and Wood consultants to ensure guiding principals were followed, approved solutions that would become part of the Cloud Global Design framework, keeping in mind the global roll out strategy and the existing coexistence model and solution that could not be interrupted.
- Although global key design decisions could be made in all functional areas of the application suite, attention to future role out strategies needed to be considered for modules Payroll and Absence Management due to the localised, statutory, and regulatory nature of these functions.
- Completed a global payroll strategy paper proposing the future transition from a convoluted localised model, managing numerous vendors, standardising disjointed business practises removing the guess work of global payroll management and visibility. Proposing a mixed hybrid strategy that would align global payroll utilising a minimum number of vendors gaining efficiencies of scale, alignment, and a reduced total cost of ownership.
- A mixed hybrid strategy proposed continual processing of payroll in house for the larger parts of the business and regions in which Oracle Cloud Payroll offered a tier 3 solution, retaining expertise, experience and quality of service that had already been achieved with the Global Shared Service Centre. Other regions not supported by Oracle Cloud Payroll would be delivered using managed services with a global payroll vendor. Additional considerations for these regions would include where local language support would be a requirement, and where local expertise should be retained due to complex legislation and a local vendor would be better positioned.
- Assisted with the development of the Request for Proposal (RFP) supported by the global payroll strategy paper outlining the proposed project. Completed the Invite to Tender (ITT) with the Global Process Owner ensuring the responding vendors would cover the functionality and service required.
- Completed a review and weighted score defined by Wood based on the vendor responses to the ITT to propose a shortlist of vendors who should be invited to present to Wood.

JOB TITLE | **ORACLE HCM / PAYROLL SOLUTION ARCHITECT**
COMPANY | **WOOD – ORACLE CONTRACTORS**
DATES | **JANUARY 2021 TO AUGUST 2021**

RESPONSIBILITIES & ACHIEVEMENTS
- **Project: Entity Simplification - AMEC Foster Environment & Infrastructure UK**

- With the acquisition of AMEC Foster Wheeler, the project continued to roll in parts of the legacy business into the global Oracle HCM Cloud footprint based on legal entity simplification and rationalisation.
- Would conduct requirement gathering workshops with the legacy business unit, identifying gaps between the requirement and the 'hard roll in' approach Wood had adopted for its global Oracle

Applications model of core HCM managed in Oracle HCM Cloud with downstream processing of Absence Management, Time Capture and Payroll executed in Oracle eBusiness Suite.

- Managed and approved the proposed solutions for those requirements that did not align with the existing global model, limiting the change to the downstream design whilst ensuring compliance from a legislative perspective.
- Oversee the development and execution of System Integration Testing (SIT) and User Acceptance Testing (UAT) scripts, ensuring that sufficient coverage was in place for those requirements that did not align with the global model managed by a risk-based testing approach.
- Assisting and supporting data migration using HCM Data Load (HDL) with a custom Oracle Application Express (APEX) toolkit which had previously been developed for Wood in a previous phase, this would include the development of several data reconciliation extracts using OTBI.
- Supporting the cut over strategy with the project manager to ensure a smooth transition and roll out to ensure limited disruption to the existing and transitioning legacy business.

JOB TITLE **| ORACLE HCM / PAYROLL SOLUTION ARCHITECT**
COMPANY **| WOOD – ORACLE CONTRACTORS**
DATES **| APRIL 2020 TO DECEMBER 2020**

RESPONSIBILITIES & ACHIEVEMENTS
- **Project: Oracle HCM Cloud Global – Global HCM Deployment**

- With the primary focus for the global roll out of Oracle HCM Cloud being on those regions that either had an existing footprint in Oracle eBusiness Suite, or had a significant headcount, a large volume of countries / legal entities where yet to be deployed to Oracle HCM Cloud.
- After 2 years since the initial Oracle HCM Cloud deployment in the UK, developed a proposal to present a programme that would accelerate the deployment of the remaining countries globally to enable as a minimum the opportunity to deliver global headcount, in addition set the business in a positive position to consider expanding the global footprint to include modules such as Oracle Recruiting Cloud.
- Developed an implementation methodology internally within Wood known as 'Oracle People Light' initiative that would deliver the global standards of core HCM, Compensation, Talent & Learn and Performance based on the Wood framework.
- This would include the full implementation lifecycle based on a core framework, taking into consideration local requirements and legislative functionality delivered by Oracle. Starting with a baselined Requirements Traceability Matrix (RTM), risk-based testing phases and data migration.
- To assist with the accelerated implementation, developed a comprehensive data migration toolkit using Oracle Application Express (APEX) allowing the business to complete standard Excel Spreadsheet templates that would be imported to the toolkit by the data team, where the data would be validated, and translated where rules had been defined to generate an output to be used directly with HCM Data Loader (HDL).

JOB TITLE | **ORACLE HCM / PAYROLL SOLUTION ARCHITECT**
COMPANY | **WOOD – ORACLE CONTRACTORS**
DATES | **JULY 2019 TO MARCH 2020**

RESPONSIBILITIES & ACHIEVEMENTS
· **Project: Adopt & Adapt – APAC Mining & Minerals**

· The programme continued with the integration of legacy AMEC Foster Wheeler (AFW) businesses globally into the existing Oracle HCM Cloud and Oracle eBusiness Suite footprint in a coexistence model, initially focusing on the Australian Mining & Minerals businesses.
· Priorities and duties focused on deploying Core Human Capital, Compensation, Talent & Learn and Self-Service modules in line with the global design principals managed in Oracle HCM Cloud, with downstream processing continuing with Time Capture, Absence Management and Payroll managed in Oracle eBusiness Suite.
· As with many projects completed with Wood, duties would include the full project lifecycle, starting with the initial discovery phase, delivering detailed workshops to demonstrate the global principles of Oracle HCM Cloud and the Oracle eBusiness Suite coexistence model deployed previously in the UK and the US.
· Completed and managed the Requirement Traceability Matrix (RTM) to baseline the design before moving to development and testing phases, completing fit gap analysis to the proposed global design and suggest solutions that fit within the guiding principles.
· Completed associated Configuration Workbooks to support the design and build of Oracle HCM Cloud and BR.100 documents for those Oracle eBusiness Suite components.
· The programme was at this stage placed on hold due to the global pandemic prior to entering the initial SIT phase.

JOB TITLE | **ORACLE HCM / PAYROLL SOLUTION ARCHITECT**
COMPANY | **WOOD – ORACLE CONTRACTORS**
DATES | **DECEMBER 2018 TO JUNE 2019**

RESPONSIBILITIES & ACHIEVEMENTS
· **Project: Entity Simplification – AMEC Foster Wheeler & UK Harmonisation**

· With Wood making the acquisition of AMEC Foster Wheeler (AFW) during 2017, the beginning of 2018 saw the start of a new project for the UK to move several legacy businesses from AFW to Wood terms and conditions.
· Would oversee the project lifecycle of transitioning several AFW UK core businesses into the existing Oracle HCM Cloud and Oracle eBusiness Suite coexistence model, covering the full lifecycle of the project from requirements gathering, alignment with existing design principals and concepts, through testing phases and production deployment.

- In addition, in line with this transition there was a phase of entity rationalisation to standardise and streamline the business, this would include the harmonisation of UK terms and conditions across the entire workforce including the redesign and build to several Occupational Absence Plans and alignment with a new Wood Pension Plan fund.
- HR business leadership would develop several changes and harmonisations across several components such as occupational absence plans, pension schemes, employee benefits and reward which required a redesign in payroll. This would include the consideration and implementation of several ring-fenced terms and conditions from legacy AFW that would need to remain.

JOB TITLE   **| ORACLE HCM / PAYROLL SOLUTION ARCHITECT**
COMPANY   **| WOOD – ORACLE CONTRACTORS**
DATES   **| AUGUST 2018 TO NOVEMBER 2018**

RESPONSIBILITIES & ACHIEVEMENTS
- **Project: Adopt & Adapt – Global Shared Service**

- Throughout the end of 2017 and into 2018, Wood made the decision to start the transition of their primary HCM functions to Oracle HCM Cloud applications.
- During this initial roll out, the decision was made to focus on the United Kingdom business units which would replace Oracle eBusiness Suite with core Oracle HCM Cloud.
- This would mean that the solution would consist of a coexistence model where HR functions would be completed in Oracle HCM Cloud, and downstream processing of Time Capture, Absence Management and Payroll would remain in Oracle eBusiness Suite.
- Whilst completing own activities throughout 2018, additional responsibilities included adding support to the global Solution Architect in the design of Oracle HCM Cloud and the alignment with Oracle eBusiness Suite to support the coexistence model.
- During this period, Wood made the decision to transition the transactional processes of the East Region functions of HR and Payroll to a Global Shared Service model managed in Delhi, India. Activities would include working directly with the global process owners of HR and Payroll in the smooth transition to the shared service.

JOB TITLE   **| ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY   **| WOOD – ORACLE CONTRACTORS**
DATES   **| JANUARY 2018 TO JULY 2018**

RESPONSIBILITIES & ACHIEVEMENTS
- **Project: Adopt & Adapt – Middle East & APAC**

- Starting 2018 there was a change in role within the Wood team to pick up the East Region Solution Architect role from an Oracle eBusiness perspective back filling the existing Solution Architect who had started a more global role based on rolling out Oracle HCM Cloud in the UK and US.
- Responsibilities would continue to include activities as implementation consultant for ongoing projects, however include an overarching ownership of the Oracle eBusiness Suite landscape from a solution perspective for HR and Payroll in the East Region, covering all countries from UK around to Australia.
- The Adopt & Adapt programme would continue to roll out the East Region Oracle eBusiness solution across other business units, this next phase would include Saudi Arabia, Malaysia and other smaller UK based legal entities.
- Duties continued to include a full discovery phase for these regions, preparing and delivering workshops to further understand the business requirements, align with a Requirement Traceability Matrix (RTM), and identify gaps in the global model.
- Would continue to act as lead implementation consultant whilst undertaking solution architect activities, overseeing the full lifecycle of the project, working closely with numerous implementation consultants across the wider ERP programme, key business representatives and SME's, and report directly to numerous project managers and key business stakeholders.

JOB TITLE   **| ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY   **| WOOD – ORACLE CONTRACTORS**
DATES   **| NOVEMBER 2017 TO DECEMBER 2017**

RESPONSIBILITIES & ACHIEVEMENTS
- **Project: Adopt & Adapt – Australia**

- During 2017, an additional workstream managed by Presence of IT (PoIT) delivered the wider East Region Oracle eBusiness ERP solution which included HR and Payroll.
- Although not initially being directly involved in the deployment of this project due to the overlap with a UK project, being drafted in during the final phase of the project and delivering payroll parallel run.
- Working directly with Presence of IT (PoIT) and the in-country payroll team, completed a number of payroll parallel run phases across numerous payrolls include those associated with various EBA's (Enterprise Bargaining Agreements).
- Due to the heavy penalties associated in Australia with discrepancies with EBA managed payrolls, payroll parallel run had to prove stability of the solution with very fine tolerances.

JOB TITLE | ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT
COMPANY | WOOD – ORACLE CONTRACTORS
DATES | JANUARY 2017 TO OCTOBER 2017

RESPONSIBILITIES & ACHIEVEMENTS

· **Project: Adopt & Adapt UK**

· Having completed the UAE roll out by the end of 2016, the start of 2017 saw the project move back to the UK where an existing Oracle HR and Payroll eBusiness Suite footprint existed. This phase of the project would include integration of Oracle Time & Labor and the wider ERP modules including projects and finance.
· Assisted with the design and development of replacing a legacy time writing solutions and the integration between Oracle Time & Labor and Oracle Payroll.
· The existing manual workaround for managing the consolidation of time capture from OTL to Payroll previously developed for the UAE would no longer be an option for the UK due to the volume of transactions.
· The approach was to deploy a global standard for time capture across the East Region that would integrate with the existing payrolls with minimal impact. Undertook the design of a solution to resolve the approved time data to payroll issue, documented a design specification for an extension to the existing OTL to BEE process. Assisted with the technical development and giving functional guidance in delivering an automated solution.
· During the delivery of the UK project, responsibilities would also include enhancements to the existing UK payroll footprint from an Absence Management perspective. This would include the design and implementation of several occupational / statutory absence plans that would replace lengthy error prone manual processes.
· In addition, designed and delivered the introduction of Enhanced Retropay to a number of the Professional & Technical monthly payrolls covering the recalculation of absence management and primary compensation components and time related based payments.

JOB TITLE | ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT
COMPANY | WOOD – ORACLE CONTRACTORS
DATES | APRIL 2016 TO DECEMBER 2016

RESPONSIBILITIES & ACHIEVEMENTS

· **Project Adopt & Adapt UAE**

· Initial duties on the project were to assist Hitachi (the implementation specialist at the time) during the phase of payroll parallel run and rollout of numerous payrolls for the UAE businesses.
· Completed several payroll parallel run rolling periods for businesses managed in both Dubai and Abu Dhabi delivering payroll analysis, comparison, and statistics on payroll comparison with legacy payroll system.
· Proposed several alterations to the existing payroll solution to resolve issues in payroll parallel run, managing development and test cycles through parallel run finally deployment to production.

- During the payroll parallel run phase, a significant gap had been identified in a Wood business process for transferring approved timecard data from OTL to Payroll.
- Under direction from the senior programme direction, agreed to design a manual workaround that would be adopted as an interim process so not to delay the roll out of the project.

JOB TITLE | **ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY | **WOOD – ORACLE CONTRACTORS**
DATES | **JANUARY 2016 TO MARCH 2016**

RESPONSIBILITIES & ACHIEVEMENTS
- **Project: UK Enhanced Holiday Pay**

- Initially joining Wood in early 2016 to design and develop a flexible Enhanced Holiday Pay solution to adhere to the rules defined by the Employment Appeal Tribunal (EAT) relating to voluntary overtime that should be included in statutory holiday pay.
- Delivered a white paper detailing a comprehensive requirement specification for a proposed change to the existing UK payroll solution for those workers identified as Trade & Craft and generally worked either offshore or on customer sites.
- Developed the proposed solution and executed a series of test cycles with the business system support teams before promoting the solution to production.
- Once delivery of the Enhanced Holiday Pay solution had been completed, Wood took an option to extend the contract and assign tasks to a programme known as Adopt & Adapt throughout the Global East Region which included the deployment of a wider ERP solution, including modules from HCM, Payroll, OTL, Projects, Financials, iExpense on eBusiness Suite R12.1.3.

JOB TITLE | **ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY | **UNIVERSITY COLLEGE LONDON**
DATES | **JUNE 2015 TO DECEMBER 2015**

RESPONSIBILITIES & ACHIEVEMENTS
- Joined the team to support the initial pre-sales phase and activities to provide support to the sales process and assist with demonstration of features for the project in the functional areas of core HR and payroll.
- Commenced a period of requirement gathering workshops with the customer, walking through a large number of business processes identifying where standard features meet the customer requirements, and highlighting those where a work around, change of process or extension may be required.
- The output from these workshop sessions was a detailed requirements analysis document, clearly identifying standard features, work around / change to process and extensions to meet the requirement.

- A second output from the initial requirements gathering phase was a scope definition, estimate of effort that would assist the project manager and commercial managers with defining a Statement of Work to secure engagement for the next phase of the project.
- Started the initial development phase of the project conducting several business process workshops and alignment with standard features of Oracle eBusiness Suite.
- Completed a series of conference room pilot sessions confirming the foundation of the design met the requirement definition.

JOB TITLE | **ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY | **HARIOT WATT UNIVERSITY**
DATES | **JANUARY 2015 TO MAY 2015**

RESPONSIBILITIES & ACHIEVEMENTS
- Joining a team that were in the process of implementing Oracle iRecruitment into an existing Human Resources build previously completed during an earlier phase.
- Whilst supporting the implementation team, there was a requirement to amend the seeded delivered supervisor approval routes deployed by AME. The development included several additional AME rules to support the transaction types of vacancy and offer creation / update that would support various business rules across the United Kingdom, Malaysia and Dubai.
- Responsible for gathering reporting requirements and offering various solutions before a decision was made to extend the existing Discoverer EUL footprint to include a recruitment specific business area to support managers and administrators with ad hoc query capabilities.
- Developed a number of views that covered the recruitment data schema, developed 15 reports to support common requests that were frequently asked by business users. For strategic reporting, 2 BI Publisher reports were developed to generate PDF documents that would be sent to subject matter experts, directors and various approval boards within the university.
- In addition to views developed to support the Discoverer business areas, a number of views were created to support internal intranet web developments that would assist in displaying specific information about current vacancies via internal careers portal.

JOB TITLE | **ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY | **PETROFAC**
DATES | **JANUARY 2014 TO DECEMBER 2014**

RESPONSIBILITIES & ACHIEVEMENTS
- Joining the project to assist during a health check phase to complete a review of the current payroll solution and address several areas that did not appear to meet the customer needs or expectations.
- The project was at a stage of payroll parallel run when the decision was made to complete the health check and pause, at which point the decision was taken to re-implement several areas.
- The project consisted of two core phases, the first to re-implement / amend payroll for the PT and PSL parts of the business (Petrofac Training & Petrofac Services Limited), the second phase to re-implement / amend the business PFM (Petrofac Facilities Management).

- Phase one of the project was identified as the smaller part of the business with regards the complexity of the solution required and was re-implemented within the first six months, this included the full lifecycle of the project from implementation, system test, user acceptance test and payroll parallel run cycles to the final phase of transition to production.
- Phase two of the project was seen as more complex in nature due to the working conditions that are customary with the oil and gas business sector and working rule agreements with a large portion of the workforce working offshore. The solution needed to leverage standard practises that had previously been deployed in the PT & PSL phase of the project, yet enhancing functionality to allow for the varied complexities of the terms and conditions of the offshore workforce.
- The implementation required a close working relationships with other areas of the business and teams working with other Oracle ERP modules, these included Financials, Projects and Time and Labour.

JOB TITLE   **| ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY   **| NORTHERN POWERGRID**
DATES   **| AUGUST 2013 TO DECEMBER 2013**

RESPONSIBILITIES & ACHIEVEMENTS
- Whilst continuing support of the previous phase which included the implementation of core Oracle HCM R12.1.3 HR and Payroll, support included day to day running of Payroll and help transitioning a support agreement into the Symatrix Customer Support Centre, phase two of the project started to implement full Oracle iRecruitment.
- As part of the functional team to add technical support and develop a number of technical extensions which included custom AME approvals for vacancy and offers made by line managers, a custom XML outbound interface to a third-party supplier and various reporting requirements.
- As part of the overall iRecruitment project, a custom outbound interface was required to feed vacancy information to a third-party web developer who maintained and managed the Northern Powergrid intranet and internet sites and career portals.
- The interface needed to collect information about new and changed vacancies since the last time a successful extract was completed, ensuring that all current vacancy information was up to date and available to internal applicants and external candidates. Using standard features of iRecruitment, PL/SQL procedures, standard Concurrent Manager functionality, the interfaces was able to extract and provide the third-party web developer with various XML extracts which allowed for different vacancies to be advertised internally via 'The Grid' which was an internal intranet site, or directly to the Northern Powergrid external website to attract external candidates.

JOB TITLE | ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT
COMPANY | NORTHERN POWERGRID
DATES | AUGUST 2012 TO JULY 2013

RESPONSIBILITIES & ACHIEVEMENTS

· Joining the project team during the initial requirements gathering workshop phase to deliver a detailed requirements specification.

· As lead role to deliver a solution to satisfy the customers' requirements by consolidating 3 internal legacy payrolls to a single payroll, with the addition of being able to support 4 current bureau managed service payrolls.

· Due to customer constraints the project had some very strict deadlines that would attract commercial loses should a transition to a new system not be achieved on time and within budget. With these added pressures, a focused, driven and pragmatic approach was required to ensure the project was successful and met with the customers original goals and expectations managed by adopting a risk based approach.

· Taking a lead role allowed for a closer relationship with the project management team and share experiences and give advice where possible to ensure the project goals and milestones were met in a timely fashion.

· Due to the nature of the project, taking this role also allowed for involvement and experiences to be shared with technical colleagues and assist with the design, development and deployment of various extensions covering data migration, inbound time interfaces, outbound pension provider extracts and various reports via Discoverer and BI Publisher.

· The transition between phases of the project due to time, were not always able to conform to some conventional methodologies used with delivering Oracle eBusiness Suite. This required some creative thinking and approaches to successfully execute various testing cycles and control of issue and change management.

· During the payroll parallel run phase and transition to Go-Live, the challenge to develop a more sophisticated and streamlined process using Oracle technology was developed to compare processed results from Oracle Payroll back to Legacy payroll result. This toolset allowed the customer to stage balances and run result information from legacy payrolls and compare them to Oracle eBusiness generated results, find differences, and perform analysis on the data for correction and bug identification.

· The final stage of the initial phase one of the project was to support the customer with day to day running of the full payroll lifecycle, providing support, skills and knowledge transfer and generally overseeing a successful transition.

JOB TITLE | ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT
COMPANY | SCOTTISH GOVERNMENT
DATES | AUGUST 2011 TO JULY 2012

RESPONSIBILITIES & ACHIEVEMENTS
· *Note to self: Review and Update*

- Sharing a lead role with a number of other experienced consultants, joining the team after the initial requirements workshops and gap analysis, we started a design phased and document
- Taking the lead role in the implementation of a solution design based on a standard 'Gold Template' which the customer Logica will use to sell pre-configured solutions to its clients based on a number of approaches, this would include, fully managed, semi managed and bureau services.
- The brief was to design and implement a Human Resources and Payroll solution which could be targeted at a market based on affordable pricing, the 'Gold Template' consisted of two pr-configured environments, one tailored for the commercial sector and the other for the public sector.
- The solution would allow the customer to deliver successful BPO services to its clients in an efficient and proven manner which provides its clients with a comprehensive Human Resources and Payroll solution, offering the opportunity to adopt leading practice processes with the flexibility to grow and adapt to future business changes and requirements.
- In addition to the design and build of the 'Gold Template', a supporting framework had been developed to ensure a smooth transition from the customers current footprint to the new Oracle system, although a pre-configured solution was developed to reduce initial implementation times and costs this framework was required to reduce risks in project overruns and scope creep

JOB TITLE   **| ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY   **| BELRON INTERNATIONAL**
DATES   **| SEPTEMBER 2010 TO JULY 2011**

RESPONSIBILITIES & ACHIEVEMENTS
- Having been asked to take the lead role by CSC for their customer Belron International to re-implement Oracle eBusiness Suite Release 12.1.3 core HRMS as part of a multi business group international project based on several modules.
- The remit was to re-implement core HRMS, upgrading the customer from a previous 11.5.9 environment to Release 12.1.3. The scope of the project was based on a 'similar to similar' approach, this would ensure that the re-implementation would be based on the previous business process designs and principals, however gaining greater functionality where application enhancements allowed.
- As HR Stream Lead, the role would involve the managing of a team of 5 for the successful delivery of the HRMS module within the project.
- Ultimately being responsible for the delivery of a quality product to the customer. Responsibilities would include all functional configuration of the application, managing a team of 4 developers who would deliver a successful Data Migration in a timely fashion which would fit within the milestones with the implementation of other Oracle Application Modules.
- Working closely with a Lead Developer to determine whether previous embedded customisations in the existing 11.5.9 application could be removed based on the latest Oracle Applications technologies, for example the removal of many custom library extensions being replaced with Forms Personalisation's.
- Throughout the lifecycle of the project, worked closely with the customer Business Analyst to manage impact and the various testing cycles with the business end users, helping understand and plan the transition to the new application release and assist with a role out strategy.

JOB TITLE | ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT
COMPANY | LOGICA
DATES | SEPTEMBER 2009 TO OCTOBER 2010

RESPONSIBILITIES & ACHIEVEMENTS

- Taking the lead role in the implementation of a solution design based on a standard 'Gold Template' defined by Symatrix which the customer would use to sell pre-configured solutions to its clients based on several approaches, this would include, fully managed, semi managed and bureau services.
- The brief was to design and implement a Human Resources and Payroll solution which could be targeted at a market based on affordable pricing, the template consisted of two pre-configured environments, one tailored for the private sector and the other for the public sector.
- The solution would allow the customer to deliver successful BPO services to its clients in an efficient and proven manner which provides its clients with a comprehensive Human Resources and Payroll solutions, offering the opportunity to adopt leading practice processes with the flexibility to grow and adapt to future business changes and requirements.
- In addition to the design and build of the template, a supporting framework had been developed to ensure a smooth transition from the customers current footprint to the new Oracle system, although a pre-configured solution was developed to reduce initial implementation times and costs this framework was required to reduce risks in project overruns and scope creep.

JOB TITLE | ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT
COMPANY | THE CATLIN GROUP
DATES | JANUARY 2009 TO SEPTMEBER 2009

RESPONSIBILITIES & ACHIEVEMENTS

- Taking the lead role in the implementation of a marketed product / approach known as 'Simply', which offered an accelerated deployment of Oracle eBusiness Suite HR with additional add-ons delivered by Oracle Partners, the decision was made to undertake a global role out for the customer based on this product set and implementation methodology.
- The customer required a global solution which would incorporate several offices based in Europe, North American, Canada and Asia Pacific regions which would allow them to maintain statutory and business practises in each country with the key function to report globally.
- Having delivered several workshops in key areas of the product for each region, a definition of requirements was produced which out lined the approach to the implementation. Once the initial requirements had been defined, a phase to develop a Conference Room Pilot environment was built to support several CRP sessions in each region which enabled the team to determine the requirement had been met.
- Once the CRP phase was completed, the project moved directly to a phase of User Acceptance Testing where key global and local processes were tested to ensure the solution was fit for purpose.
- A transition to a Go Live phase and cut over followed where a period of hypercare support was provided to support the business.

JOB TITLE | **ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY | **NORTHERN IRELAND CIVIL SERVICE**
DATES | **JUNE 2008 TO DECEMBER 2008**

RESPONSIBILITIES & ACHIEVEMENTS

· A second phase of work with the Northern Ireland Civil Service and Fujitsu was based on a continuation from the previous phase. In addition to this work there was support during a transition period from final User Acceptance Testing, through payroll parallel run to Go-Live, assisting with pay period end reconciliation, bug fixing, and general user guidance and skills transfer with the Capita shared service centre to eliminate potential problems.

JOB TITLE | **ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY | **CITY & COUNCIL TO SWANSEA**
DATES | **FEBRUARY 2008 TO MAY 2008**

RESPONSIBILITIES & ACHIEVEMENTS

· Joined the project initially to support the customer during the payroll parallel run phase with the aim of go live in April 2008, it become clear that neither the customer nor the original implementation team were ready for a phase 1 rollout of Oracle Payroll.

· One of the main areas of focus for the customer was absence management as their previous solutions gave them very limited visibility to absence information. When arriving on site it was clear that the current suggested solution would not support the business, specifically round the area of occupational absences. A phase of work began to readdress the issues that the customer had been facing, this primarily focused on the future use of occupational absence plans and ensuring the correct level of absence history existed within the system to correctly calculate payments from go live.

· The decision was taken to postpone the roll out of Oracle Payroll, it was suggested an approach for environment management that would ensure the implementation team did not find themselves in the same situation. With several areas of the implementation still needing to be either built or existing configuration to be fixed, it was critical that the build was base-lined and the solution had more control over the environment strategy and roll out.

· With a clear definition of outstanding works required and a structure that would ensure more control over the implementation phase, commenced the work to complete missing required configuration and fixing existing bugs. Unfortunately, during that time, the client had decided to place the project into a phase of temporary suspension pending review due to commercial reasons.

JOB TITLE | ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT
COMPANY | NORTHERN IRELAND CIVIL SERVICE
DATES | APRIL 2006 TO DECEMBER 2007

RESPONSIBILITIES & ACHIEVEMENTS

- Initial responsibility was to support the lead functional consultant in the delivery of Oracle Payroll for the Northern Ireland Civil Service.
- Working directly with the main project sponsor Fujitsu implementing Oracle eBusiness Suite, it was key to work collaboratively with other service implementation partners who would be responsible for other services such as Capita offer managed services and PWC delivering business process reengineering.
- The initial phase included assisting PWC with the business process design and identify where standard functionality could meet requirement and identify where possible extensions could be required if a suitable work around solution did not meet the business needs.
- Took ownership for the delivery of functional solutions for absence management, salary components and the overall integration between HR and Payroll where functional areas crossed over.
- Conducted a series of requirement gathering workshop presentations to the customer to demonstrate how standard functionality would meet and support the new business processes.
- On completion of the requirement gathering phase, standard AIM deliverables were presented to the customer in the form of Requirements Definition (RD.050) and Business Design (BR.030). Due to the nature of the contract many Functional Extensions (MD.050) were also written to support custom extensions designed for areas where standard functionality did not meet specific business needs.
- The salary components design would utilise several standard features due to the diversity of the business and work force Northern Civil Service employ. A combination of grade rate salary administration, pay scale definitions and hourly grade rates for use with Oracle Time & Labor were developed to satisfy all requirements and to provide a manageable salary structure for all employees.
- Several custom functional extensions were developed to satisfy complex business rules for annual pay awards and pay & promotion processes when recruitment competitions were run.
- Standard statutory absence management was implemented with several enhanced occupational contractual absence plans. Although the absence templates offered basic solutions for government and civil service type plans which ensure absence details of recorded correctly in underline base tables with the regards to dual rolling year calculations etc, several modifications were required in the development of fast formula to ensure payment and run results were correct for scenarios such as Phased Return to Work.

JOB TITLE | ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT
COMPANY | WOOD GROUP
DATES | JANUARY 2006 TO MARCH 2006

RESPONSIBILITIES & ACHIEVEMENTS

- The project had already commenced during December 2005, joining the team in an external capacity to provide support and guidance for the delivery of successful workshops to determine current client payroll processes and requirements.

- Scheduled, planned and delivered additional focused requirement workshops where gaps between seeded Oracle functionality and business requirement where evident. Proposed additional business process work arounds, solutions, and configuration options to resolve issues.
- Due to short timescales, the primary focus was taken to deliver key AIM deliverables for requirements, design and build for several complex payroll areas that were identified during the initial requirements gathering phase. These primarily focused on functionality around Occupational Absence Schemes, Voluntary Deduction Arrears Management Processing and several complexity earnings that were controlled via third party interfaces for resourcing, mobilisation, planning and remuneration of the workforce.
- During this time a technical advisory role was also taken to support the development of data migration strategies and approach.

JOB TITLE | **ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY | **MINISTRY OF DEFENCE**
DATES | **NOVEMBER 2005 TO DECEMBER 2005**

RESPONSIBILITIES & ACHIEVEMENTS
- Due to the scale of the project and teams involved in the delivery of Oracle Application HRMS solution for the armed services, functional and technical areas were divided into strategic teams.
- As a member of the functional payroll team with a responsibility for the delivery of all voluntary deductions and statutory absence payments. Due to the complexity of business rules and structure of the MOD environment it was critical to develop and control the use of Unit Test Scripts for each element to ensure the solution provided would meet requirement.
- During this Unit Testing phase, the release of Family Pack K was introduced and became a prerequisite for end of year processing. A position was taken to impact assess the existing functionality and development of payroll functional components and to investigate and report on the benefits of new functionality made available in the Family Pack release.

JOB TITLE | **ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY | **CAYLON CORPORATE BANK**
DATES | **OCTOBER 2004 TO OCTOBER 2005**

RESPONSIBILITIES & ACHIEVEMENTS
- Initially taking a technical position in the early phases of the project lifecycle, being part of the team who were responsible for the implementation and delivery of technical design and strategies for data migration and payroll interfaces.
- Responsible for delivering data migration design, strategies, and technical architecture for migration of data from 3 legacy Human Resources and Payroll applications. As a member of the technical team and with an extensive knowledge of functionality in Oracle Human Resources and Payroll practices, responsibilities included support for the design of payroll interfaces to managed service third-party payroll providers.

- During this initial technical development phase, added additional support to the functional team during the full lifecycle of the core Human Resources & Payroll scoping, design, gap analysis and implementation.
- During the second and third phases of the project lifecycle, a functional role was adopted whilst providing continual support for the technical functions and supporting client development teams. Phases two and three included the design of solutions based on customer requirements and delivery of implementing iRecruitment including Web ADI integration for letter generation, Employee and Manager Self Service for core HR functions, delivery of Benefits plans in preparation of phase four and Compensation Workbench.
- Identified gaps between client reporting requirements and the delivered seeded Oracle Reports and Oracle Discoverer environment. Further developed and customised the seeded End User Layer (EUL) and delivered a suite of workbooks to accommodate client requirements.

JOB TITLE | **ORACLE** HCM / **PAYROLL FUNCTIONAL CONSULTANT**
COMPANY | **METRONET**
DATES | **MAY 2004 TO NOVEMBER 2004**

RESPONSIBILITIES & ACHIEVEMENTS
- Responsible for preparing and delivering user workshops to determine current payroll processes and complete a detailed gaps analysis.
- Designed and implemented 3 payrolls that included a high percentage of standard seeded delivered functionality with additional design and configurations to deliver solutions where gaps between functionality and requirement were evident.
- Due to the nature of the business structure recently moving from a Public Sector Service, a number of business rules remained complex with regards rules based on Pension Schemes and Occupational Absences, it was therefore necessary to design and implement enhanced solutions based on seeded delivered functionality to meet client requirements.
- Assist client with data mapping for a data conversion exercise to ensure a smooth migration of data ready for user acceptance testing and parallel run. This would include reconciliation of data and plan a parallel testing strategy.
- Planned and implemented a user acceptance testing and parallel run strategy using detailed test scripts to ensure all business scenarios were tested.
- Provided support and training to user administrators and end users of Oracle Payroll during post implementation and Go-Live phases, including the delivery of user documentation to accompany implementation configuration documentation.

JOB TITLE | **ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY | **LAUREL PUB COMPANY**
DATES | **MAY 2003 TO APRIL 2004**

RESPONSIBILITIES & ACHIEVEMENTS

· Being part of team that were responsible for the implementation of Outsourced Human Resources delivered under the Oracle Business Online Initiative.
· Responsible for preparing and delivering user workshops to define and document functional requirements for core Oracle Application modules including HR, Payroll, Discoverer Reporting, OTA, Recruitment, Employee and Manager Self Service, Web ADI and Oracle Alerts.
· Designed solutions based on customer requirements based on standard seeded Oracle core functionality. A number of payrolls were defined to record payroll specific data that would be interfaced to a third-party managed payroll service provider.
· Provided support and training to user administrators and end users of Oracle HRMS during post implementation and Go-Live phases, including the delivery of implementation configuration documentation.

JOB TITLE | **ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY | **UNIVERSITY OF GREENWICH**
DATES | **NOVEMBER 2002 TO APRIL 2003**

RESPONSIBILITIES & ACHIEVEMENTS

· Responsible for preparing and delivering user workshops to determine current payroll processes and complete a gap analysis between client requirements and Oracle Payroll functionality.
· Design and plan of 9 payrolls to include standard seeded functionality of Oracle Applications Release 11.5.6, delivering functionality using Oracle Fast Formula and user defined functions.
· Implemented latest functionality using new features of Oracle Payroll to deliver solutions for a number of occupational sickness and maternity schemes.
· Assist client with data mapping for a data conversion exercise to ensure a smooth migration of data ready for user acceptance testing and payroll parallel testing. This would include reconciliation of data and plan a parallel testing strategy.
· Planned and implemented a user testing and parallel testing strategy using detailed test scripts to ensure all business scenarios were tested.

JOB TITLE | **ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY | **INTERNATIONAL BACCALAUREATE OGANISATION (IBO)**
DATES | **OCTOBER 2002 TO DECEMBER 2002**

RESPONSIBILITIES & ACHIEVEMENTS

· Part of a team preparing and conducting user requirement workshops to determine business requirements and current as is processes.

- Completed a requirement gaps analysis between current business processes and core Oracle HR functionality and design solutions.
- Scoped the initial configuration and implementation that would also consider future requirements for a global HR model and perspective payroll implementation.
- Provide the IBO with the ability to report HR data using an Oracle Discoverer End User Layer, this would include a portion of user training in both the structure of the EUL and the end user Discoverer application.

JOB TITLE | **ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY | **UNIVERSITY OF WALES**
DATES | **DECEMBER 2001 TO JANUARY 2002**

RESPONSIBILITIES & ACHIEVEMENTS

- Assist client with further developments to enhance the existing Oracle Discoverer End User Layer to expand on reporting capabilities.
- Extending the core HCM Business Areas to include capabilities for reporting on Element Entry information and Personal Payment Methods.
- Delivered several Discover Report definitions and completed a volume of skills and knowledge transfer to system business support team.

JOB TITLE | **ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY | **VIZZAVI**
DATES | **MAY 2001 TO OCTOBER 2001**

RESPONSIBILITIES & ACHIEVEMENTS

- Support client Human Resources team with the specifications of developing and implementing a customer third party eLearning and Career Management employee web portal.
- Assistance with the functional design and requirements with the future probability of interfacing a custom Career Management employee web portal with Oracle eBusiness Suite for competency management.

JOB TITLE | **ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT**
COMPANY | **BRITISH AIRWAYS**
DATES | **NOVEMBER 2000 TO MARCH 2001**

RESPONSIBILTIES & ACHIEVEMENTS

- Back fill Oracle Consulting lead consultant during a holiday period completing a rebuild of a design HCM and Payroll solution from a BR.100 document.
- Assisted with writing functional MD.050 specification documents for custom reporting and extensions to Oracle eBusiness Suite.

- Extended period on project to assist with testing developing test scripts and scenario to cover core Payroll functions.

JOB TITLE | ORACLE HCM / PAYROLL FUNCTIONAL CONSULTANT
COMPANY | CHURCHILL INSURANCE
DATES | SEPTEMBER 2000 TO NOVEMBER 2000

RESPONSIBILITIES & ACHIEVEMENTS
- Part of a team that moved the core business processes for HCM and Payroll from Oracle eBusiness Suite 10.7 through releases 11.0.3 and 11i.

JOB TITLE | PAYROLL BUSINESS ANALYST
COMPANY | REED PERSONAL SERVICES
DATES | FEBRUARY 1995 TO AUGUST 2000

RESPONSIBILITIES & ACHIEVEMENTS
- Part of the client-based implementation team engaged in initial workshops to identify business requirements and assist with gap analysis.
- Designed and documented standards for data migration strategy from legacy payroll systems to Oracle eBusiness Suite.
- Contributed to the process of User Acceptance Testing and Payroll Parallel Run reconciliation to support stake holder sign off.