SHWETA VERMA

**SUMMARY:**

* **Workday Consultant** with **4 years of experience** in **Reporting, Integration and functional HCM,** and **over 2 years of experience** in **Human Resources Recruitment.**
* Experienced in creating Standard Reports, Custom Reports like **Advanced Reports, Matrix Reports, Complex Calculated Fields, Conditions and Eligibility Rules** for specific purposes.
* Hands on experience in configuring Workday Integrations using **EIB's**, Core /Cloud Connectors, Document Transformation process, building **XSLT**, **XML** and Rest based in **APIs** in Workday.
* Expertise in **HCM** functionality to configure, integrate and maintain Business Processes, **Supervisory Organizations, Staffing models, Job Profiles, Positions, Locations, Compensation, Cost Centres, Reports, and Security**.
* Created, Updated and Maintained Integrations, including Core Connectors, Core Connectors using **DT, EIB's** using Custom Report Transformation and **EIB's** using **XSLT** Transformation.
* Proficient use of **HR** processes such as Recruiting, Hiring, Payroll, Benefits, Employee Record maintenance, Training, Pay Planning, Performance and Talent Management, Applicant Tracking, On-boarding.
* Well versed with functional knowledge of Workday **HCM** modules from configuration/setup to ongoing data maintenance.
* Worked on developing **Reports for Compensation, Recruiting, Benefits, Payrolls, Absence management**.
* Extensively worked on discovery sessions in Workday including requirement gathering as a Technical Workday Consultant.
* Knowledge of software development life cycle (**SDLC**) phases such as requirement analysis, design, development, testing and deployment.
* Extensively involved in trouble shooting and fixing issues at development, System testing and post-production stages for various **Workday HRMS modules**.
* Validated data after loading into Workday and responsible for issue tracking and resolution.
* A quick learner with strong Analytical & Communication skills. Excel in building Customer relationships.
* Efficient in working cross functionally with several teams.

**TECHNICAL SKILLS:**

|  |  |
| --- | --- |
| **Operating Systems Windows** | Windows and Mac |
| **ERP** | Workday |
| **Workday Integrating Tools** | Core HCM, Report Writing, Calculated field, EIB, Core Connectors |
| **Workday Reporting Tools** | Workday Report Writer (Advanced, Matrix, Trended,) |
| **IDE** | Oxygen |
| **Languages** | XML, XSLT |
| **Office Suite** | Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Ms Office 365 |

**PROFESSIONAL EXPERIENCE:**

**Accudyne Industries, Dallas, TX May 2019 – Till Date**

**Role: Workday Consultant**

**Project Description:** Accudyne Industries is a global provider of precision-engineered, process-critical and technologically advanced flow control equipment, systems and high efficiency industrial compressors. There are approximately 2,000 employees at 10 manufacturing facilities, supporting a broad range of customers in more than 150 countries. They started implementing Workday for HCM operations. This project is to serve their report and analytics requirements for various teams across the globe including executives for Headcounts, trending, and recruiting reporting needs.

**Responsibilities:**

* Involved with Workday Report Writer and creating custom integrations with third party applications using Workday Cloud Connect and Enterprise Interface Builder (**EIB**), Document Transformations.
* Maintain and day to day support of Workday **HCM** Business processes e.g. Compensation, Hiring, Performance, Security, and Talent management.
* Developed integrations in both **EIB** (inbound/ outbound) and Core Connector, managing business processes, working with **EIB, Report Writer, Creating Calculated Fields and Custom Reports**, and experience with **XML, XPATH and XSLT**.
* Converting Simple reports to **Advanced Reports** by using **Calculated Fields, Sorting, Filtering Report Fields, providing Advanced Filtering Option, Creating Sub Filters** and by using related **Business Objects**.
* Built industry standard reports like List **Reports, Matrix Reports, Calculated Fields**, Conditions and Eligibility Rules that apply to the parameters of the report.
* Designed and configured Workday **BPs** for **HCM** including Hire, Change Job, Termination, Propose Compensation, Termination etc.
* Creating Supervisory organizations, Matrix organizations, Cost Center, Location and their hierarchies, Job profiles, Job family groups and maintained them.
* Created new integration to pull the new hires information using **Core Connector Worker** and **Document Transformation** which uses connector integrations **XML** Output as its data source input.
* Experience in Workday security expertise to maintain and create custom roles & user-based security groups, configure Business Process & Domain Security Policies, Configured Integration System Security Groups, Integration System Users.
* Created and maintained all business process set up data, including all business process definitions, steps, checklists, condition rules, notifications.
* Worked with clients to implement, support and integrate Workday **HCM** technology solutions into the business environments.
* Worked on configuration of processes like change job, compensation grades, mass hire, mass productions. Worked on data migration from legacy systems to Workday system using EIB.
* Created test scenarios for testing all in scope Business Processes like Hire, Job Change, Promote, Transfer, Terminate, Compensation changes, Employee Self Service process, etc.
* Provided post rollout production support. Served as point of contact for Workday Support tickets and monitored and resolved incoming tickets.
* Extensively involved in trouble shooting and fixing problems at development, System testing and post-production stages for various HRMS modules.

**Environment:** Workday, Core HCM, EIB, Core connectors, Document Transformation, Calculated Fields, Workday Report Writer, XML, XSLT, Oxygen XML Editor, MS Visio, MS PowerPoint, MS Excel.

**Cybermate Infotek Limited, Hyderabad, India May 2012 – June 2016**

**Client: Curvature**

**Role: Workday Consultant**

**Project Description:** The global leader in independent IT maintenance and support for storage, server and network hardware under one global contract from locations in the Americas, Europe, and Asia. They decided to move HR operations from SAP to Workday. It is a global implementation. As part of Phase 1, Core HR, Compensation, Benefits & Payroll were included. Workday is being as HR entry of record for all recruiting & performance management.

**Responsibilities:**

* Design and build integrations and worked closely with testing and production teams to solve issue with integrations.
* Created **Simple, Advanced and Matrix reports** as per the client requirements and shared with the security groups.
* Performed arithmetic calculations in matrix report for counting, averaging, summing, ranging between maximum and minimum.
* Created Reports against the Worker business object and worked on Headcount, Turnover and Compensation Reports.
* Worked on **Calculated Fields** to **create Report level and Global calculation Fields**.
* Extended Workday business objects by creating custom fields and objects for tenant.
* Good working knowledge on Inbound and Outbound **EIB** integration concepts and created various **EIB integrations**.
* Created Supervisory Organizations, Cost Center, Cost Center Hierarchies, and location hierarchies’ maintenance, and modification of Workday Business Processes and definitions.
* Experience working on all types of data sources and all Workers, Supervisory Organization, Cost Centres, Location and its Hierarchies, Position Management, Indexed Workers.
* Developed **EIB** Outbound Integrations to share Custom Reports, as per vendor Specifications.
* Worked on Workday delivered Configurable Integrations like vendor specific connectors.
* Worked on Core connectors by using **Generic templates**.
* Created advanced, medium, complex Inbound/Outbound integrations, core/cloud connectors, using **EIB’s, document transformation process**.
* Worked on Benefits, Compensation, talent management, recruiting, Business reports etc.
* Leveraged robust workday **web service API framework** to load data inputs into workday via EIB Inbound Integration development.
* Serve as point of contact for **HR** Representatives and Managers for Workday related issues.
* Handle support tickets and configuration for core HR, Benefits, Compensation, and Absence Management.

**Environment:** Workday, Core HCM, EIB, Core connectors, Document Transformation, Calculated Fields, Workday Report Writer, XML, XSLT, Oxygen XML Editor, MS Visio, MS PowerPoint, MS Excel.

**ADI MPS Ltd., Dehradun, India November 2010 – April 2012**

**Role: HR Executive, Recruitments**

**Responsibilities:**

* Participated in **Analysing client’s HR business** needs through client working sessions and supported development of new business processes and a future state design.
* Implemented and adhered effective **HR** policies to ensure all practices follow labour and employment regulations.
* Identified potential candidates utilizing the various recruiting tools including **Monster, CareerBuilder, Internal Database, Referrals, Networking events, Social Media, Cold Staffing etc**.
* Interviewed prospective candidates for qualifications and job-related experience, assisted with application process and communicated with client during hiring process if necessary.
* Conduct preliminary screening, review resumes, administer tests, and schedule interviews for 500+ candidates annually.
* Produced a variety of HR reports and charts including Hiring Snapshot, Employee Referral records, Weekly Roaster and Leave Reports.
* Collect all relevant paperwork, credentials, and references and conduct background checks.
* Collaborate with management team to attract, identify and place qualified candidates for established roles critical to operational success.
* Expand recruitment efforts by building connections with associations, universities and professional organizations to attract quality candidates for the organization.
* Collaborated in all aspects of human resources including policy maintenance, disciplinary processes, and daily operations.
* Administered recruitment paperwork flow which included pre-employment documents, job offer letters and declination letters.
* Called on hiring managers on a continuing basis to develop a thorough knowledge of departments needs and to ensure that department candidates were fully screened and matched to the position.
* Performed background reference investigations, i.e., prior employment references, screenings, etc. to gain adequate information on which to base a selection decision.

**Environment:** MS Excel, MS Word, HRIS, Outlook, Social Media portals