Shweta

**Workday Techno Functional Consultant**

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**Ph #:**

**CAREER SUMMARY**

* Over **6 years** of IT experience, with **4 years** as Workday Techno Functional Consultant in configuration and developing Integrations. Implementation of Workday HCM for various HR modules which includes Benefits, Payroll, Recruiting, Talent Management and Time tracking.
* 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.
* Good knowledge in Workday HCM, Report Writing, Core HR, Benefits, Compensation, Performance Management, Recruiting, Talent Management, Time Tracking.
* Expertise in HCM functionality to configure, integrate and maintain Business Processes, Supervisory Organizations, Staffing models, Job Profiles, Positions, Locations, Compensation, Cost Centers, 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.
* Extensively worked on discovery sessions in Workday including requirement gathering as a Technical Workday Consultant.
* 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:**

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

**PROFESSIONAL EXPERIENCE**

**Client: Kleberg Bank, Kingsville, TX Feb 2019 – Till Date**

**Role: Workday Consultant**

**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) REST API's 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 and 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

**Client: Selective Insurance, Branchville, NJ Sep 2017 – Jan 2019**

**Role: Workday Functional Consultant**

**Responsibilities:**

* Took initial knowledge on Workday Design, Development and Production support process and other functionalities.
* Trained under several areas which include vendor qualification, contracting, budgeting & invoicing, compliance monitoring, and audit planning.
* Hands on experience in creating Complex integrations through Enterprise Interface Builder (EIB) for items such as Manage Goals, Currency Conversion, Performance Review, Change Job, Create Job Profile, Previous system Compensation History etc.
* Thorough working knowledge of inbound/outbound integrations Using Core Connector, Cloud Connector (CCB), Workday Studio and iLoads.
* Created report writer reports, worked with standard and Custom Reports, using the security in the reports and also created Security Segment Groups for Benefits Integrations and Payroll Integrations.
* Worked with Simple and Advanced Reports, defining columns, business objects, fields, columns heading overriding, multiple sorting techniques, sorting by secondary objects.
* Assisted Workday team as lead HRIS support for the ad hoc HR system requests within the current HRIS solutions.
* Handled support tickets for the various modules in Workday like (Core HR, Benefits, Time Off, Compensation).
* Worked as a Functional Analyst to gather requirements and provide business support to groups within the Organization such as Business users and sales team.
* Responsible for writing detail test cases for testing various business scenarios and validating the results. And extensively worked on creating calculated fields and managed day to day issues of Workday analytics.

**Environment:** Workday HCM 25-27, EIB, Core Connectors, Workday studio, Workday Report Writer, Document Transformation, XML, XSLT, end to end business process, User acceptance testing (UAT), Web Services, Calculated fields, Sandbox Tenant, Business Intelligence Reporting Tool (BIRT).

**Company: Loudcell Technologies Pvt. Ltd, Delhi, India Jul 2014 – Jul 2016**

**Client: Wayfair, Boston, MA**

**Role: Workday Consultant**

**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.
* 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 Centers, 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.
* Involved in unit test on Integrations, UAT support and end user training.
* 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

**Company: Abaris Softech Inc, Delhi, India Aug 2012 – Jun 2014**

**Role: HR Executive – Recruitments**

**Responsibilities -**

* Participated in Analysing client’s HR/Payroll 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 are in compliance with labor 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.
* Maintained or exceeded goals for each quarter of at least 5 or more recruits per month
* Collaborate with management team to attract, identify and place qualified candidates for established roles critical to operational success
* 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

**Academics**

## **Post-Graduation Diploma in Human Resource Management (PGDM)** from Institute of Management Technology, Ghaziabad, India in 2009-2010.

## **Master of Business Administration (MBA)** from Uttarakhand Technical University, India in 2007-2009.

## **Bachelor of Arts (B.A.)** from Mahatma Jyotiba Phule Rohilkhand University, India in 2005- 2007