**ANJANEYA REDDY**

**PeopleSoft HRMS/HCM - Functional Consultant**

Phone: 804-554-7867

Email: [anjaneya.peoplesoft@gmail.com](mailto:anjaneya.peoplesoft@gmail.com)

* Almost 15 years’ experience as a Payroll & HCM functional consultant with expertise in gathering requirements, creating design documents, testing, and doing production support/maintenance and Implementation.
* PeopleSoft Certifications in People Tools-I and PeopleSoft HRMS fundamentals (R9/IZO-218)
* Hands on experience in setting up the configurations for North American Payroll, Absence Management, Time and Labor, Core HR, e-benefits, and Benefits.
* Expertise in doing quality documentation on business requirements.
* Proficient with full system development life cycle (requirements analysis through deployment, support, and ongoing technology refreshment). This encompasses conducting requirements gathering, analysis, design activities as well as hands-on deployment and integration.
* Has extensive knowledge in customization and maintenance of PeopleSoft HRMS 9.1 application including application of maintenance packs, service packs and patches.
* Good understanding of the PeopleSoft North American Payroll 9.1, 9.2 business process.
* Experienced in designing and architecting custom bolt-on applications and process flows in PeopleSoft HCM 9.1,9.2
* Good experience with pivot grids features of PeopleSoft HCM 9.2
* Provided training and assistance to team members on various enterprises upgrades and support assignments.
* An effective communicator with consistent academic record and good team player.
* Strong track record as HRMS 9.2 Implementation and production support lead in HRMS 9.2 Time and Labor, Absence Management, North American Payroll modules with PHIRE and HPSM tools experience.
* Strong experience in PS query report writing and Excel.
* Strong experience in Transit industry from ERP Payroll, Labor and leave systems perspective.

**PROFESSIONAL EXPERIENCE**

***WMATA Washington D.C*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Nov 2016 to Present***

***PeopleSoft Payroll Functional Consultant***

**Responsibilities**:

* Lead and facilitate business process improvement change. Provide business expertise and input to the design, improvement and overall solution architecture of the Payroll and Time & Labor, Absence Management systems.
* Create business requirements and functional (FDD) specification documentation for development, reporting and integration requests.
* Subject Matter Expert and responsible for due diligence, integration and implementation of various Payroll, Time and Labor and Absence Management functions.
* Worked on Tax update testing on weekly and biweekly payroll employees
* Worked on setting up new earnings, deductions, Tax setup changes.
* Did hundreds of mass uploads of job numbers (cost reallocation) to timesheet data.
* Worked on Projects related to Payroll automation. Created new processes which help Payroll team in cutting down on Payroll Processing time and increase accuracy.
* Working on a separate project to move employees paid in advance to being paid current. This entails aligning Payroll and Time Periods and storing advance payments to be recovered at termination.
* Worked on creating and testing new process for Corrective Maintenance.
* Created new TRCs and changes to TRC program, workgroup based on client needs.
* Identified areas that do not adhere to the actual business need and made improvements to fix the problem.
* Designed payroll load process to load data from third party systems to NA payroll. Used the pushup tables functionality for this.
* Reconciled tax data, W2s and w2c’s generated for employees.
* Proficient with Payroll Setups, Scheduling, On-Cycle Processing, Off-Cycle Processing, Online Checks, Manual Checks, Garnishments and Payroll Balances.
* Conducted parallel payroll runs and matched payroll results cent-to-cent. Responsible for explaining differences in parallel payroll run to business partners and get sign-off from business users.
* Involved in resolving**day-to-day production tickets** in HR and Payroll.
* Configured and maintained all the tables involved in **Payroll** processing, such as Pay calendar, JobCode, Deductions and Processes such as Paysheet creation, PayCalc, Payconfirm, Tax Tables etc.
* Involved in sending payroll deduction information to 3rd party vendors.
* Support PeopleSoft Core HR & Miscellaneous integrations with Payroll.
* Responsible for end-to-end testing of new features and business processes across the T&L and Payroll domain. Wrote and executed test scripts. Helped end users execute the test scripts and lead the project through UAT and deployment.
* Worked on various tickets/defects in the T&L/payroll area, more specifically incorrect pay, dynamic group build and dynamic group assign, pay sheet errors etc.
* Providing proactive monitoring and expert troubleshooting for isolating functional / technical issues in a production support environment
* Documentation and maintain system configuration changes including business processes  
  UAT testing for application patches/Upgrades
* Created absence takes and entitlements for absence process.
* Helped in formulas and arrays creation in Absence Management.
* Processed Absence Off-cycles and assisted with absence issues during payroll.
* Earning/deduction loads into pshup and general deduction tables
* Analysis for GL vs project costing variances on each payroll

***American Insurance Group Houston TX Mar 2015 to Nov 2016***

***PeopleSoft HCM Functional Consultant***

**Responsibilities**:

* Lead and facilitate business process improvement change. Provide business expertise and input to the design, improvement and overall solution architecture of the Time & Labor, Absence Management and Payroll systems.
* Analyzed business needs and work with technical resources to develop, design and test the solution for customizations, interfaces, and reports.
* Analyzed Human Resources/ Time & Labor/ Payroll/Benefits/ Time Capture business processes; work with business owners to achieve consensus for business process changes, and facilitate transition to best practices as supported by PeopleSoft HCM 9.2.
* Defined functional specifications and technical requirements.
* Setup configurations between TRC and ERNGCD
* Developed Time and Labor rules for CA over time
* Developed and implemented plans to assist in legacy system data clean up and data mapping.
* Defined user roles, responsibilities and security.
* Configured Take elements and calculation rules for Vacation, Sick, Paid Time Off, Extended Leaves, Bereavement, Jury Duty, Office Closed etc.
* Configured absence accrual and leave request processing functionality, including a rules engine to compute the most complex accrual, consumption, payout and carryover logic.
* Setups of Extended Leave Templates and configuration of extended leave calculation rules for client's FMLA, Maternity, Worker's Compensation and Infant Care leave types.
* Configured request approval functionality, including multilevel approvals and alternate approvers using Employee Self Service, Manager Self Service and Approval Workflow Engine.
* Utilized the attachments setup functionality and integrated the attachments definitions with FMLA templates to reduce the risk of compliance.
* Automated Leave Donation, Leave Receipt, and Leave Return administration processes.
* Created custom Workgroups, Schedules, template-built Rules and Rules Programs.
* Configured rules for Overtime, California Overtime, Additional Straight time, Holiday for FT and PT, Comp time and Meals.
* Created custom exceptions for hours over or below scheduled hours, meal break, and overtime in Time and Labor.
* Created business process documentation and write configuration and system data documentation.
* Designed test plans and approach to validate complex Time and Labor, Absence Management business rules.
* Conducted system functionality testing, document and work to resolve Time & Labor functional gaps identified during Time & Labor fit/gap sessions
* Troubleshoot and resolve business process and system issues.
* Integration of AM to Time and Labor to enable the processing of time information and to generate payable time data that is subsequently loaded into Payroll for North America and third party payroll interface
* Business Requirements Mapping, Fit Gap analysis session for HCM Time & Labor
* Demo Employee and Manager self-service components of vanilla PeopleSoft to the Executive Committee
* Power point presentation of various time reporting methods available in PeopleSoft
* Demo Employee and Manager self-service components of vanilla PeopleSoft to the Executive Committee
* Power point presentation of various time reporting methods available in PeopleSoft
* Introduce different time reporting methods by setting up employees and contractors for self service
* Demo approval models
* Create a working document to collect Pilot participant information and define configuration standardization
* Configure Punch & elapsed Shifts and schedules
* Introduce various methods of maintaining schedules for Manager and Timekeeper
* Configure Time and labor and Installation setups for Self Service
* Configure payroll for roll call functionality
* Enroll employees for the pilot
* Setup Overtime request functionality
* Document system features for review with the union
* Develop Test Cases with the user group
* Validating results for unit and integration testing
* Interact with the technical team for bug resolution
* Review CBAs, Additional pay earnings and current business process to be converted into rules, Messages on timesheet

***San Diego County, San Diego CA Jan 2014 to Feb 2015***

***PeopleSoft Time and Labor Functional Consultant***

**Responsibilities**:

* Lead and facilitate business process improvement change. Provide business expertise and input to the design, improvement and overall solution architecture of the Time & Labor, Absence Management and Payroll systems.
* Analyzed business needs and work with technical resources to develop, design and test the solution for customizations, interfaces, and reports.
* Analyzed Human Resources/ Time & Labor/ Payroll/Benefits/ Time Capture business processes; work with business owners to achieve consensus for business process changes, and facilitate transition to best practices as supported by PeopleSoft HCM 9.2.
* Defined functional specifications and technical requirements.
* Defined functional specifications and technical requirements.
* Setup configurations between TRC and ERNGCD
* Developed Time and Labor rules for CA over time
* Developed and implemented plans to assist in legacy system data clean up and data mapping.
* Defined user roles, responsibilities and security.
* Configured Take elements and calculation rules for Vacation, Sick, Paid Time Off, Extended Leaves, Bereavement, Jury Duty, Office Closed etc.
* Configured absence accrual and leave request processing functionality, including a rules engine to compute the most complex accrual, consumption, payout and carryover logic.
* Setups of Extended Leave Templates and configuration of extended leave calculation rules for client's FMLA, Maternity, Worker's Compensation and Infant Care leave types.
* Configured Take elements and calculation rules for Vacation, Sick, Paid Time Off, Extended Leaves, Bereavement, Jury Duty, Office Closed etc.
* Configured absence accrual and leave request processing functionality, including a rules engine to compute the most complex accrual, consumption, payout and carryover logic.
* Setups of Extended Leave Templates and configuration of extended leave calculation rules for client's FMLA, Maternity, Worker's Compensation and Infant Care leave types.
* Configured request approval functionality, including multilevel approvals and alternate approvers using Employee Self Service, Manager Self Service and Approval Workflow Engine.
* Utilized the attachments setup functionality and integrated the attachments definitions with FMLA templates to reduce the risk of compliance.
* Automated Leave Donation, Leave Receipt, and Leave Return administration processes.
* Created custom Workgroups, Schedules, template-built Rules and Rules Programs.
* Configured rules for Overtime, California Overtime, Additional Straight time, Holiday for FT and PT, Comp time and Meals.
* Created custom exceptions for hours over or below scheduled hours, meal break, and overtime in Time and Labor.
* Created business process documentation and write configuration and system data documentation.
* Designed test plans and approach to validate complex Time and Labor, Absence Management business rules.
* Conducted system functionality testing, document and work to resolve Time & Labor functional gaps identified during Time & Labor fit/gap sessions
* Troubleshoot and resolve business process and system issues.
* Integration of AM to Time and Labor to enable the processing of time information and to generate payable time data that is subsequently loaded into Payroll for North America
* Coordinating with the team, the plan and key activities during the SIT, UAT and Parallel Testing.
* Created XML Publisher templates for benefit reports

**Environments**: PeopleSoft HRMS/North American Payroll, Time and Labor, Benefits and Corehr9.2, self-service, People Tools 8.53, Oracle 11g, Oracle Linux.

***Capital One Bank, Richmond, VA Nov 2010 to Jan 2014***

***PeopleSoft Payroll, Benefits, Time and Labor and Absence Management Production Support Consultant***

**Responsibilities**:

* Actively involved in Configuration of Time and Labor setup for Capital One bank
* Set up the new companies, Action /Reasons, eligibility rules, Event classes, benefit programs for the newly converted ING associates and enrolled then in the respective benefit programs by running the snap event.
* Customized the benefits self-service panels according to the client’s requirement to show different custom text for different benefit programs for Open enrollment.
* Involved in setting up different flat rates and salary based rates for different plans for the payroll to calculate the deductions.
* Setup different Schedule Id’s and ran the Open Enrollment and Event Maintenance process based on Location.
* Worked with the payroll team on setting up the Pay Calendar Tables, Deduction tables and Pay Group Tables for the year of 2013.
* Prepared and presented business cases addressing various gap issues for project management approval.
* Responsible for identifying the test conditions, writing the test scripts based on the system requirements and executing them as part of the Functional testing.
* Assisted the business users in User acceptance testing for the ING conversion and Open enrollment projects.
* Wrote on demand queries to validate the converted data and developed some PS queries to validate the data before and after the migration.
* Created Batch process application engine for Enrollment of Associates into Time and Labor
* Creates time and labor rules and SQL objects
* Extensively worked on rule performance and compilation pf rules in Time and labor
* Created Notification process for remind the not submitting timesheet in Week
* Created custom pages to approve the pending report time
* Worked on TRC’s setup for defined US holidays
* Resolved the daylight saving issues for all Capital One associates who worked throughout the US
* Created the complex rules for time and labor based on client needs
* Worked in setting up entitlement elements/ formulas in Absence management
* Worked on setting up Absence Management brackets
* Created Time and Labor report and payable time reports by using XML publisher
* Worked on leave of absents calculations and plan enrollments for PTO/Vacation in leave accrual module
* Worked on carry over leaves for corresponding year
* Worked on leave plan enrollments for who completed their probationary period.

**Environments**: PeopleSoft HRMS/North American Payroll, Time and Labor, Benefits and Core HR 9.1, People Tools 8.51, Oracle 11g, Oracle Linux.

**Bank of America, USA Jun 2007 – Oct 2010**

**PeopleSoft Techno Functional Analyst**

**Responsibilities:**

* Gathered requirements from users and administrators for open enrollment window for two different groups and set up the configurations as per the requirement.
* Responsible for fixing production issues and migration of the fixes to production environment and monitoring them after the go live.
* Setup the brand new benefit programs and benefit plans for the retiree employees based on the eligible year.
* Gathered the requirements for the new interfaces written for the new vendors and written the functional specification document based on the vendor’s requirement.
* Analyzed the existing interfaces and customized them as per the new requirement.
* Worked with offshore and on site development team get the development work done as per the schedule.
* Designed a SQR program to populate the eligibility configuration fields with different values based on the service and average hours worked that was set to run every week.
* Involved in setting up the EOI configuration rules for the newly converted ING employees so that the rules will work as the existing employees.
* Set up the new companies, action /reasons, eligibility rules, event classes, benefit programs for the newly converted ING associates and enrolled then in the respective benefit programs by running the snap event.
* Customized the benefits self-service panels according to the client’s requirement to show different custom text for different benefit programs for open enrollment.
* Involved in setting up different flat rates and salary based rates for different plans for the payroll to calculate the deductions.
* Setup different schedule id’s and ran the open enrollment and event maintenance process based on location.
* Worked with the payroll team on setting up the pay calendar tables, deduction tables and pay group tables for the year of 2013.
* Prepared and presented business cases addressing various gap issues for project management approval.
* Responsible for identifying the test conditions, writing the test scripts based on the system requirements and executing them as part of the Functional testing.
* Assisted the business users in User acceptance testing for the ING conversion and Open enrollment projects.
* Wrote on demand queries to validate the converted data and developed some PS queries to validate the data before and after the migration.

**Environments**: PeopleSoft HRMS 8.8 with Maintenance Pack 6, People Tools 8.48, Oracle 10g.

**EDUCATION AND CERTIFICATIONS**

* Bachelor of Engineering –Electrical and Electronics Engineering, Acharya Nagarjuna University, India Andhra Pradesh. (2007 /graduation year)
* PeopleSoft Certified People Tools Professional (People Tools-I 8.45)
* Workday certified
* PeopleSoft HCM – Oracle Implementation Champion
* PeopleSoft People Tools – Oracle Implementation Champion