Gurava Reddy
Workday Techno Functional Consultant

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Object

Workday Techno-Functional Consultant with **5+ years of progressive experience** in configuring, supporting, and enhancing **Core HCM, Absence Management, Time Tracking, Compensation, and Integrations**. Adept at designing **EIB-based integrations**, developing **Advanced and Matrix Reports**, and performing **regression testing** during Workday releases. Proven ability to collaborate with **HR, Payroll, and IT** teams, resolve production issues, and deliver scalable Workday solutions aligned with business goals. Seeking to leverage deep functional and technical knowledge in a dynamic **Workday implementation or support team**.

Professional Summary

- Workday Techno-Functional Consultant with **5 years** of hands-on experience in **Core HCM, Absence, Time Tracking, and Integrations**.

- Proficient in configuring and maintaining **Business Processes, Notifications, and Security** across multiple HCM modules.

- Expertise in building **EIB integrations (Inbound & Outbound)** and resolving daily integration errors.

- Strong command of **Advanced, Matrix, and Trending Reports** and complex **Calculated Fields** for analytics.

- Conducted **regression testing** and **production validation** during Workday releases.

- Configured and maintained **Security Groups, Domain Policies, and User-based Permissions**.

- Supported **post-implementation activities** – data audits, issue resolution, and user assistance.

- Performed **mass data uploads** for hires, terminations, job changes, and compensation via EIBs.

- Collaborated with **HR, Payroll, and IT** to deploy enhancements and troubleshoot functional issues.

- Delivered **user training**, documentation, and knowledge transfer to ensure smooth adoption.

Technical Skills

- **Modules :** Core HCM, Payroll, Absence, Compensation, Time Tracking, Benefits, Talent & Performance, Recruitment
- **Integrations :** Workday Studio, EIB, Core Connectors, XSLT, PECI/PICOF
- **Reporting :** Report Writer, Calculated Fields, Advanced Reports, Dashboards
- **Security :** Security Groups, RBAC (Role-Based Access Control)
- **Business Processes :** Configuration, Optimization, Gap Analysis
- **Testing :** Workday Test Framework (WTF), UAT, Regression Testing
- **Tools :** JIRA, ServiceNow, Excel, Smartsheet, Workday Integration Cloud, SFTP, XSLT
- **Core Strengths :** Analytical & Problem-Solving Skills | Integration Debugging | Collaboration | Adaptability

Professional Experience

Workday Techno-Functional Consultant

Cognizant (LikedIn Services Pvt Ltd) – Hyderabad (Remote), India | Feb 2023 – Present

- Configured and supported **Core HCM, Compensation, Absence, and Time Tracking** modules.
- Managed **end-to-end Business Processes** – Hire, Termination, and Time Off requests.
- Built **Calculated Fields, Custom Reports, and Dashboards** for HR analytics.
- Developed **EIB integrations** for mass data loads (Hires, Terminations, Compensation, Org Changes).
- Partnered with HR and IT for **UAT, regression testing, and post-release validation**.
- Performed **Security Audits** and maintained Domain & BP security groups.
- Handled **tickets and change requests**, ensuring SLA compliance.
- Performed **data corrections and clean-up** using Correction Mode.
- Authored **SOPs, functional docs, and training materials** for HR operations.

Project #3:Workday HCM Optimization & Absence Configuration

Client : Cleveland Clinic
Duration : May 2024 – Present
Team Size : 8
Role : Workday Techno-Functional Consultant
Key Achievements :
- Configured and optimized **Hire, Termination, Change Job, and Leave BPs**.
- Developed **eligibility & validation rules** for Time Off / Leave types.
- Resolved **integration errors** and data discrepancies from daily tickets.
- Created **Absence Balance, Team Time Off, and Open Positions Reports**.
- Conducted **regression testing (2024 R1 & R2)** and tracked defects.
- Audited and corrected **security configurations** for compliance.
- Synced **Time Tracking → Payroll data** for accuracy.

- Executed **EIB mass loads** for org restructuring & position hierarchies.
- Delivered **functional training & SOPs** to regional HR teams.
- Collaborated in **Agile sprints and KT sessions** with stakeholders.

Technologies Used: Workday Core HCM, Absence, EIB, Calculated Fields, Advanced Reports, Security, Excel

Project #2: Workday Time Tracking & Absence Management

Client : Medtronic
Duration : Mar 2023 – Apr 2024
Role : Workday Absence & Time Consultant
Description : Configured and optimized Workday Time Tracking & Absence for 10,000+ employees to automate leave accruals, overtime, and compliance.
Key Responsibilities :

- Configured **Absence Plans (Vacation, Sick, Comp-Off)** with accrual & carry-forward rules.
- Created **Work Schedules & Time Entry Codes** for different employee types.
- Designed and tested **Overtime calculation rules** per labor policy.
- Built **Validation Rules** to restrict incorrect submissions.
- Integrated external time capture systems via **EIBs**.
- Developed **audit reports** for HR managers on leave balances & attendance.
- Conducted **UAT workshops** and trained HR admins.
- Ensured **labor law & policy compliance**.

Technologies Used: Absence Management, Time Tracking, Business Processes, Integration Cloud, Reporting

Project #1: Workday Functional Support and Release Testing

Client: Procter & Gamble (P&G)
Duration: October 2020 – January 2023
Role: Workday Support Consultant
Team Size: 10
Key Responsibilities & Achievements:

- Resolved L2/L3 tickets related to Job Changes, Terminations, and Org Hierarchy corrections.
- Led UAT coordination, documented test scripts, and captured defect logs with HR teams.
- Developed calculated fields for legacy data clean-up and conversion.
- Built audit reports to validate HCM and Absence data discrepancies during cutovers.
- Supported regression testing during Workday semi-annual releases, validated fixes post-deployment.
- Troubleshot EIB-related loading issues, focusing on data alignment and date formats.
- Documented release notes, change requests, and enhancement deployment records.

- Conducted training sessions and maintained process documentation for L1 support teams.
- Verified routing steps and alerts in BPs after release changes.
- Generated compliance reports meeting SOX and GDPR guidelines.

Technologies Used: Workday HCM, Business Processes, Calculated Fields, EIB, Reports, Excel, ServiceNow

Education

B.Tech: Electrical and Electronics Engineer JNTU | Kakinada

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