

# Kishore.Y

## Workday Techno Functional Consultant

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## Objective

To leverage my **5 + years of experience as a Workday Techno-Functional Consultant** in delivering end-to-end HCM solutions, integrations, and support across Core HCM, Absence, Time Tracking, and Compensation modules. Seeking a challenging role where I can contribute to digital HR transformation initiatives and drive business value through optimized Workday configurations and reporting.

## Professional Summary

- Dynamic and results-driven Workday Techno-Functional Consultant with 5+ years of experience in implementing, configuring, integrating, and supporting Workday HCM modules across various industries.
- Proficient in Workday Core HCM, Absence Management, Time Tracking, Compensation, Security Configuration, Reporting (Advanced/Matrix), Calculated Fields, EIB (Inbound/Outbound), and Core Connector Integrations.
- Adept at translating business requirements into functional and technical solutions through collaboration with HR, Payroll, and IT teams.
- Strong analytical, documentation, and troubleshooting skills with a passion for continuous learning and optimization of HR systems.

## Education

Degree	Branch	Institute	University/Board	Year	Score
MTech	Structural Engineer	Sree Datta Institute of Engineering	JNTU Hyderabad	2019	8.5 CGPA
BTech	Civil Engineering	Anurag Engineering College	JNTU Hyderabad	2015	74.11%

## Skills

- **Workday HCM Modules:** Core HCM, Absence Management, Time Tracking, Compensation
- **Business Process Configuration:** Hire, Termination, Change Job, Request Leave
- **Workday Reporting:** Advanced, Matrix, and Composite Reports
- **Calculated Fields:** Lookup, Text, Date, and Boolean Expressions
- **Integrations:** EIB (Inbound/Outbound), Core Connector, Document Transformation
- **Security Configuration:** Domain and Business Process Security, Security Groups
- **Tools:** Microsoft Excel, Jira, Workday Community
- **Soft Skills:** Strong communication, client interaction, analytical thinking, teamwork

## Work History

### Workday Techno-Functional Consultant

Infosys

Apr 2024 - Aug 2024

Bangalore

- Led the configuration and optimization of Core HCM elements including supervisory orgs, job profiles, compensation grades, and location hierarchies across global business units.
- Designed and maintained advanced, matrix, and composite reports for HR leadership to support strategic decision-making and compliance tracking.
- Developed EIB inbound templates for mass loading of worker data, ensuring data integrity and efficient onboarding and job changes.

- Configured business processes (Hire, Termination, Change Job, Compensation Review) with routing steps, notifications, and condition rules to meet business needs.
- Established and managed security groups (Role-Based, User-Based) ensuring proper segregation of duties and access control.
- Collaborated with functional stakeholders to gather requirements, conduct fit-gap analysis, and deliver system enhancements

**Workday Consultant**          HTC Global Services  
 Sep 2020 - Mar 2024  
 Hyderabad, India (Remote)

**Workday Consultant**          IBM  
 Mar 2019 - Aug 2020  
 Hyderabad, India (Remote)

## Projects

### Project Name #1: Workday HCM Implementation – Global HR Transformation

**Client:** Massachusetts Financial Services Company

**Team size:** 8

**Role:** Workday Techno-Functional Consultant

**Duration:** April 2024 to August 2024

#### Responsibilities:

- Implemented and configured foundational elements such as Supervisory Orgs, Locations, Cost Centers, and Job Profiles aligned with client's business structure.
- Designed and tested customized Business Processes including Hire, Termination, Change Job, and Request Compensation Change with condition and validation rules.
- Created calculated fields for eligibility rules, reporting metrics, and process conditions, improving system automation and user experience.
- Built and deployed advanced and matrix reports for HR metrics including headcount, turnover, position control, and compensation changes.
- Developed EIB inbound templates for loading worker, position, and job data from legacy systems during data conversion.
- Configured security groups and access policies, ensuring users had appropriate permissions without violating compliance.
- Conducted user training and created comprehensive SOPs for HR staff and managers. Supported data validation and reconciliation between legacy HR systems and Workday prior to go-live.

**Technologies Used:** Workday HCM, Business Processes, Calculated Fields, Advanced Reports, EIB, Security

### Project Name #2: Workday Integration – Cross-Platform System Integration

**Client:** Canon

**Team size:** 6

**Role:** Workday Integration Consultant

**Duration:** January 2023 – Mar 2024

#### Responsibilities:

- Designed and implemented integrations to transmit employee data (job, salary, personal) to external systems using EIB and Core Connector.
- Customized XSLT/XPATH transformations for formatting outbound files to match third-party system requirements.
- Scheduled recurring integration events and monitored failures, ensuring successful data exchange and system uptime.
- Created outbound integrations for benefits enrollment, payroll interface, and time data export.
- Worked with vendors to define file layouts, encryption methods, and validation logic.
- Created audit reports and reconciliation processes to validate outgoing data before delivery.
- Participated in multiple integration test cycles and user acceptance testing with business partners.
- Maintained integration documentation including data maps, job logs, and exception handling notes.

**Technologies Used:** EIB, Core Connector, Document Transformation, XSLT, XPATH, Workday Studio (optional)

### **Project Name #3: Workday Absence & Time Tracking Optimization**

**Client:** MRF

**Team size:** 5

**Role:** Workday Functional Consultant

**Duration:** October 2020 to November 2022

**Responsibilities:**

- Configured Absence Plans with eligibility criteria, accrual frequency, and time-off rules tailored to organization's policies.
- Implemented Time Tracking configurations such as time entry codes, calculation groups, and approvals for different worker types.
- Set up validation rules to ensure accurate submission and approval of time-off and time entry.
- Designed analytical reports for HR leaders to track leave utilization, absence trends, and time compliance.
- Coordinated with payroll teams to ensure accurate handoff of approved absences and time entries.
- Provided support during monthly payroll processing, resolving data errors and ensuring policy compliance.
- Delivered training to managers and employees on submitting time and requesting time-off. Conducted UAT and helped with stakeholder sign-off during deployment phases.

**Technologies Used:** Workday Absence, Time Tracking, Calculated Fields, Custom Reports

### **Project Name #4: Workday Support & Enhancements – HR System Maintenance**

**Client:** Bank of America

**Team size:** 4

**Role:** Workday Support Consultant

**Duration:** June 2019 to August 2020

**Responsibilities:**

- Managed day-to-day Workday support tickets and user issues, ensuring timely resolution of HR transactions and system bugs.
- Conducted root-cause analysis for recurring issues in reports, integrations, and security configurations.

- Implemented configuration updates and minor enhancements in modules such as HCM, Compensation, and Security.
- Designed and modified reports based on business requirements for HR audits and compliance checks.
- Participated in Workday bi-annual release testing and validated changes to existing business processes and reports.
- Collaborated with business users and SMEs to gather requirements and suggest system improvements.
- Maintained detailed documentation for support activities, CRs, and test cases.

**Technologies Used:** Workday HCM, Reports, Security, Business Processes, EIB