**RESUME**

**Sangeetha Pathipati**

**Workday Consultant**

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**SUMMARY:**

* 8+ years of IT experience in Health care, Insurance, Banking and Finance, Investment Management companies.
* Four years of experience as a Workday consultant and Four years in Human Resource Business modeling and functionality optimization.
* Involved on a complete life-cycle of a Workday project from requirements to the production release and support
* Pre-Deployment and Post Go-Live support.
* Experience in designing and managing Business flow diagrams and processes.
* Experience in Open Enrollment and Performance review processes.
* Experience in creating Custom reports using workday reporting functionality and custom fields.
* Developed reports, both analytical and operational, to track the workforce, give insight into employee data, worker demographic and highlight trend.
* Created complex calculated fields based on the report criteria and built class report fields mapping to maintain pay results in deriving YTD, QTD, MTD calculations.
* Expertise in developing Custom Dashboards and Work-lets.
* Workday integration experience building both Inbound and Outbound integrations using EIB’s, Core connectors, document transformation and packaged integration in workday studio.
* Expertise in technologies involving SOAP development like XML, XSLT, Web Services and Excel functions.
* Worked on the creation of Benefit plans, Benefit Groups, Enrollment event types and Eligibility rules.
* Configured Workday compensation packages including salary, bonus, allowance, commission, and merit plans for multiple countries including merit and bonus plan processing.
* Experience in implementing Core HR, Recruiting, and On-boarding, Compensation, Performance, Talent and Absence modules.
* Responsible in handling and initiation of meetings for status updates and involved in dry run for data validation process.
* Expertise in presenting Visio diagrams of Business Processes and Work Flows.
* Extended support to the team in setting up various security groups(Role Based, Job Based, User Based, and ISUG) and defining domain level security policies.
* Experience in creating andreviewing Test Cases and Test Plans for User Acceptance Testing.
* Workday Release Preparation – Document Changes & Impact Analysis.
* Highly self-motivated with strong Communication and Professional skills.

**PROJECT WORK & EXPERIENCE:**

**Global Payments Inc., Atlanta, GA June-2017- Till date**

**Role: Workday HCM consultant**

**Responsibilities:**

* Actively Participated in all stages of Workday Project life cycle from planning, design phase, testing and deployment.
* Hands-on experience in managing project scope, developing project schedules and budgets, managing risks, ensuring project quality, developing and implementing communication plans, managing third party vendors and system integrators.
* Develop and implement systems integrations, mass data uploads and interfaces
* Hands on experience on solving moderate to complex reporting problems, with a broad understanding of Workday’s entire reporting toolset, and a deep understanding of Advanced and Matrix report types.
* Worked with business partners to develop and publish standard and recommended reports.
* Maintains and delivered reports within specified functional group portfolios
* Configured simple inbound and outbound integrations directly within Workday using Enterprise Interface builder(EIB)
* Building repots in different functional areas such as Benefits, Payroll, compensation, Time tracking, Absence management, new hire and recruiting.
* Involved in migration of multiple modules and Process.
* Collaborate with functional and technical system stakeholders to streamline and enhance reporting processes, and promote user adoption.
* Created New hire letter, Merit Cards, Talent Review Cards using Report Designer & Business Intelligence Reporting Tools(BIRT) in workday.
* Understanding client’s business requirements and worked with the Lead Functional Architect to design, build, configure and test the Absence Management for 8 Asiancountries.
* Provided Project Manager with status reports and keep them apprised of overall project status
* Provided presentations, web demonstrations, and day-to-day functional and technical activities of Global Payment’s Workday environment.
* Worked directly with customers to research, troubleshoot and resolve Absence Management, and related HCM process and configuration issues in a timely manner.
* Testing customer problems and resolve issues, often times functioning as the analyst/configurator to determine a solution.
* Worked with cross-functional teams through the configuration, development and implementation of new features while representing the needs of Workday’s People Service team.

**St. Joseph health, Irvine, CA AUG 2016- May 2017**

**Role: Workday Consultant**

**Responsibilities:**

* Developed and implemented trending, dashboards and composite reporting.
* Audit existing reports and calculated fields and identify opportunities for refinement as well as develop new reports
* Built custom HCM reports & Payroll Reports – Data Disk reports, Benefit Census, Headcount reports, Turnover summary reports, Garnishment report, Hyperion reports,Legal Reports, Accounting report, Payroll results YTD and Payroll deductionreports.
* Created Run books for integrations which includes – Integration Design document, Document sign off, Business requirements, Data mapping, file specification, Launch parameters and Integration attributes
* Built EIB (Enterprise Interface Builder) for integrating location of employees, Performance ratings, assigning organizations and updating payroll IDs.
* Integrations were designed and developed according to the requirement and specifications with the implementation of SDLC methodologyand has own functional document to identify defects and configure and test them.
* Inbound EIB’s to load data – Benefit annual rate, Worker wellness data, Bonus payment, Performance history ratings, previous system job history, and assign organizations.
* Built Benefit, Payroll Integrations using EIB, Core Connectors and document transformation
* Workday System Testing, Integration Testing & UAT.
* Designed and modified various Business Process Definitions – Hire, Change Job, and Job Requisition with validation rules, condition rules and custom notifications.
* With the help of EIB (Inbound) updated worker organizations, Role assignments, Benefit credit, contact informationand other IDs.
* Assisted in implementing the Recruiting Module – Assessment, Background check, Interview, offer, screening, Job requisitions, Job postings and recruiting reporting.
* Created and Maintained Constrained, Unconstrained, Segmented, Employee-as- self and Intersection type securitygroups.
* Experience in creatingSecurity groups for the integrations like Benefits and payrolland maintained them with other groups like Employee as self and Intersection type security groups**.**
* Workday System Testing & Integration Testing – by creating Test Scripts, Perform Testing and enabling security for testing.
* Workday Release Preparation - Integration testing, testing reports, testing the business process configurations andanalyzing what’s new document and opting the required functionality.

**FM Global Providence, RI Sep-2015- June2016**

**Role: Workday consultant**

**Responsibilities:**

* Participated in all stages of Workday Project life cycle from planning, design phase, testing and deployment.
* Involved in development of data feeds to downstream and upstream applications within workday.
* Worked on the creation of Benefit plans, Benefit Groups, Enrollment event types and Eligibility rules.
* Used EIB to upload location of employees, Performance ratings, Assigning organizations and updating payroll IDs.
* Configured Workday compensation packages including salary, bonus, allowance, commission, and merit plans for multiple countries including merit and bonus plan processing.
* Maintained and monitored all the Benefit integrations – Aetna Medical & Dental, Aetna Cobra, Humana, Liberty Mutual Insurance, Wells Fargo (401K) & Tango
* Performed Security Audits of Workday System – Business Process & Security Exception Audit, Security history & Audit trails.
* Created Role Based, User Based, Job Based Security Groups, Intersection, Segmented based security groups, Aggregation based, Organization membership and Integration system security groups.
* Configured Domain Security Policies and Business process security policies and merged them with Security Groups
* Created new hire letter, Merit Cards, Talent Review Cards using Report Designer & Business Intelligence Reporting Tools(BIRT) in workday.
* Complex calculated field’s deliveries, reporting on multiple business objects.
* Configurations of core compensation like Compensation Eligibility Rules, Grades/Grade Profile, Compensation Plans and Compensation Packages
* Develop Global HR Workday reports for ad hoc, weekly, monthly, and/or quarterly metrics
* Worked on setting up scheduling of reports and understanding the required permissions for report sharing.

**VeriFone San Jose, CA Dec 2014- July 2015**

**Role: Workday consultant**

**Responsibilities**

* Implemented Workday HCM, Payroll, Absence and Time Tracking
* Created EIB (Outbound) to send information to 3rd party vendors.
* Activated required domains such as certifications, work experience etc. and tested their functionalities.
* Collaborated with business partners and configured business process in Workday
* Assists the Workday Collaborative team as lead HRIS support for the ad hoc HR system requests within the current HRIS solution, PeopleSoft and Workday
* Troubleshoot, resolved and communicated solutions for system issues to the business users.
* Analyzed and interpret reports in SAP to create custom reports in Workday.
* Created Supervisory organizations with respect to processes of Hiring, Benefits, and cost centers and grouping them into one system.
* Set up the Compensation framework – Create frequencies, compensation packages & eligibility rules for compensation.
* Worked on Staffing Models, Business Process and Notifications
* Worked on Developing functionality and designing inbound and outbound custom interface.
* Conduct project management duties of global teams for different sub modules.
* Documented workflow, configurations, business process using Excel, MS project.

**Vanguard Malvern, PA Jan2013-Nov 2014**

**Workday Business Analyst**

**Responsibilities:**

* Worked as a key point of contact between the business stakeholders and application development teams, and co - ordinated activities for the business.
* Elicited requirements using interviews, document analysis, business process descriptions, andworkshops in order to translate business needs into detailed requirements.
* Involved in business process improvement.
* Involved in identifying the potential risks that may impact the project and the response plan to manage the risk.
* Collecting and analyzing the project’s business requirements and transferring the same knowledge to development team
* Interacted with all necessary stakeholders to help define functional requirements relative to various business Initiatives.
* Developed traceability matrix ensuring all the capabilities, sub capabilities, features, high level requirements and detailed business requirements were tested.
* Worked with external medical vendors in order to understand the implementation efforts and requirements for vendor integration.
* Supported and lead various aspects of data gathering, system configuration, unit testing, UAT and other components of the Global HR Workday implementation project for all functional areas within Workday HCM (on-boarding, employee & manager self-service, benefits and compensation, time tracking, absence management).

**World Fuel Services, Miami, FLMar2010-Jan 2013**

**Role: HRISAnalyst**

**Responsibilities:**

* Designed a project document based on the methodology of SDLC (System Development LifeCycle)and also developed business process model which will be helpful for performing Existing and future business process**.**
* Implementation of Leave Management Module, Compensation Module.
* Performed SharePoint Power user responsibility to manage, Update and establish permissions to documentation.
* Formulated Test plans, Test cases and scenarios for core subsystems. Performed Unit Testing, System Integration Testing, Software Quality Testing and Regression Testing.
* Worked with lifecycle designer designing and testing interactive, paper and application driven forms. Also, developed and debugged and modified schema for application driven forms.
* Understanding strengths and weakness of every team member placed them accordingly in the team and good working relations with the various parts of the organization.

**Polaris, Hyderabad, India Sep 2009-Mar2010**

**Role: Business Analyst**

**Responsibilities**

* Worked with leadership team to identify, communicate and resolve resource allocation, scope and schedule, and budget conflicts
* Worked closely with QA team during functionality testing and helped in the User Acceptance Testing, Query Testing with TOAD**.**
* Delivering the products as per milestones, coordinate for user sign-off and payments according to deliverables
* Identified and defined actors, made use cases and grouped them and prepared data flow diagrams, activity diagrams, sequence diagrams, state transition diagrams in MS Visio**.**
* Commercial negotiations for technical/ IT procurements, inventory management.
* Extensive exposure in SAP and Oracle Modules.