**Sruthi**

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**PROFESSIONAL SUMMARY**

Dynamic result oriented Workday Techno Functional Consultant with around 8 years of extensive IT experience with about around 4+ years of Workday Techno Functional Consultant and over 4 years of SAP HCM and HR.

* Subject matter expert in Workday HCM with hands-on experience in large-scale, global, full-life cycle, domestic and international implementations.
* Demonstrated Technical and Functional experience in domains like Core HR, Payroll, Benefits, Talent Management, Performance, Recruiting, Time Tracking, Absence Management and Compensation.
* Hand on experience in successful full implementation of Workday HCM solution to meet the specific needs of our customers.
* Proficient in Simple, Advanced and matrix Reporting, dashboard development and Workday Academics.
* Verifying and updating paid and unpaid time off, bonuses, changing of the pay rates of the employees as per the client requirement.
* Configured Workday compensation packages including salary, bonus, allowance, commission, and merit plans for multiple countries including merit and bonus plan processing.
* Hand on experience in building inbound/ outbound integrations Using Core Connector, managing business processes, working with EIB, Report Writer, Creating Workday Calculated Fields and Custom Reports.
* Ability to coordinate assigned deliverable schedules to ensure client’s timelines are met and Provide guidance to clients or service partners on integration strategies.
* Sound knowledge on HR (Performance Appraisal, Time and Absence Management, and Payroll).
* Hands on experience on E-Recruiting, Job Postings, Time Tracking.
* Thorough knowledge of the different stages of a project and meeting deadlines.
* Guiding the clients and assisting them in making the process smoother.
* Self-starter and effective collaborator, showing high interest in systems and process improvement.
* Strong understanding of business processes and best practices of the Workday HR suite.
* Updating Document policies and procedures for Workday support tasks and change management.
* Collaborate with HR functional leads and participate in the review of business processes to identify opportunities for improvement and make recommendations that meet business needs.
* Good written and oral communication skills.
* Strong technical, analytical, problem solving and interpersonal skills.
* Complete tasks as assigned to support the implementation of new platform.

**TECHNICAL SKILLS**

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| **Operating Systems** | Windows XP/2000, |
| **Web Technologies** | Workday - Core Connector, EIB, Report Writer, I load. |
| **Modules** | Workday Core HR, Benefits, Recruiting, Time Tracking, Absence Management and Compensation, SAP HR (OM, Absence, Time Management, Hiring), Taleo, VMWare |
| **Document Processing** | MS PowerPoint, Excel and Access |

**PROFESSIONAL EXPERIENCE**

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| **Client: Ercot, Austin, TX Nov’2016- Present**  **Role: Sr. Workday Consultant** |

**Responsibilities:**

* Worked on data conversion, configurations, Integration, reporting for different modules like Payroll, Benefits, Talent Management, Performance, Recruiting, Time Tracking, Absence Management and Compensation.
* Team member and worked on all phases of Workday implementation.
* Configured and assigned domain and BP security policies in implementation tenants for ISSGs and ISUs for integration builds.
* Worked as part of the Kick-off team in the project Implementation and closely worked with implementation partner help in configuring, testing different modules and Integrations.
* Hands on experience in creating inbound/Outbound integrations through Enterprise Interface Builder (EIB), CCB, Studio using XSLT's, XSLT Mappings and XML Mappings.
* Implemented Workday Core HCM, Payroll, Benefits and Compensation.
* Worked on complete cycle of Compensation (Compensation Criteria, Plans & Grades), Configuring Security to the employees in an organization.
* Created Mass Compensation changes and modified allowance plans and benefits. Created custom workday Reports and modify/troubleshoot existing custom reports.
* Created Several Complex Custom reports, using workday reporting functionality and calculated fields on all modules, including Compensation, Benefits, Core HR, Compliance, Payroll, Talent, Compensation and different areas.
* Created Supervisory Organizations, Matrix Organizations, Cost Centers, Location and its hierarchies.
* Configured the processes like change job, compensation grades, mass hire, mass promotions.
* Perform configuration work as needed to support new and existing functionality.
* Created Supervisory Organizations, Matrix Organizations, Cost Centers, Location and its hierarchies and configured employee demographic data.
* Uses knowledge of HR business functions and involves the key players to identify and assessing operating needs and issues, and suggest IT solutions (possibly cross-functional or global) for one or more business function.
* Clarified QA team issues and Reviewed test plans to make sure that all requirements will be covered in scripts and tested properly.
* Coordinated in performing Unit testing and Integration testing.
* Created Supervisory Organizations, Cost Centers, Cost Center Hierarchies, and location hierarchies' maintenance, and modification of Workday Business Processes and definitions.
* Setup business process steps, such as Action, Approval, Approval Chain and Checklist, and how they work and integrate with security groups.
* Configuration of Workday's business process framework, configured conditional rules to guide workflow or validate data as required to accommodate desired outcomes.
* Configured Workday Compensation packages including salary, bonus, allowance, commission, and merit plans for multiple countries including merit and bonus plan processing.
* Configured Workday Benefits including groups, plans, coverage types, event types, and eligibility rules for multiple countries.
* Implemented Workday performance management including goal setting, midyear, and year end processes.
* Configured Workday absence management including vacation, parental leave, time off and leaves and other LOA types.
* Configured Workday security roles and groups to the required level of confidentially and segregation of duties.
* Perform system, UAT, and regression testing, throughout the life of the implementation.
* Created functional document for script development, testing execution, defect tracking and resolution.
* Perform regression testing efforts to support release management and phased rollouts in different geographic regions.

**Client: Sales force, San Francisco, CA Feb’2014 –Sep’2016**

**Role: Workday Consultant**

**Responsibilities:**

* Implemented HCM with Substantial Functional and Technical expertise in Core HCM, Payroll, Recruiting, Compensation, Benefits, Time tracking and Absence management.
* Helped customer implement Core HCM, Payroll, Performance Management, Benefits, Time Tracking, Absence Management and Compensation.
* Conduct working sessions with clients to gather, understand, and analyze business requirements.
* Performed configuration work as needed to support new and existing functionality.
* Provided subject matter expertise on key business process decisions related to Payroll processing (i.e., deductions, calculations, compliance, garnishments, taxes, etc.)
* Working experience in the support of a large and diverse multi-state payroll operation, with a strong understanding of HR & payroll-related issues.
* Designed and built both inbound and outbound EIB, Core connector and Studio Integrations in various segments of Workday system.
* Worked with implementation partner to migrate all the integrations and EIB template from one tenant to other tenant and performed testing after the migrations to make sure everything is working as expected before delivering the tenant for UAT and GOLD.
* Setup Security for the client for domains, Reports, Integrations and business process.
* Worked with Simple and Advanced Reports, defining columns, business objects, fields, columns heading overriding, multiple sorting techniques, sorting by secondary objects.
* Experienced supporting company specific needs for sick/ leave plans, union pay, benefit and attendance plan rules, overtime calculations, earnings calculations, employee deduction calculations, interfaces and general ledger transactions.
* Worked with HRIS Integration to monitor payroll Integrations, troubleshoot and perform vigorous root cause analysis for complex interface errors in workday and 3rd party payroll-related vendors so that problem resolution can be reached before any impacts to payroll or business processes are experienced.
* Work with payroll team to process mass loads (EIBs) into system when large amounts of data are not able to be entered timely or efficiently by keying.
* Assist the Payroll Manager in the preparation of semi-monthly and quarterly payroll reconciliations (i.e. 401k, deferred comp, stock, employee tax setup (lived in/worked in), location changes, etc.).
* Developed and executed test strategy and test plan for a complex HCM implementation. Involved testing will include System Testing, End to End Testing (including 50+ Integrations), Payroll Comparison.
* Leaded and facilitated the testing activities related to the HCM system implementation   
  • Defined and execute a Payroll Comparison test with an existing legacy payroll system that pays over 80,000 employees on a regular basis.
* Created Supervisory Organizations, Cost Centers, Cost Center Hierarchies, and location hierarchies’ maintenance, and modification of Workday Business Processes and definitions.
* Setup business process steps, such as Action, Approval, Approval Chain and Checklist, and how they work and integrate with security groups.
* Worked on the creation of benefit plans, job profiles, and job families.
* Configuration of Workday's business process framework configured conditional rules to guide workflow or validate data as required to accommodate desired outcomes.
* Configured Workday compensation packages including salary, bonus, allowance, commission, and merit plans for multiple countries including merit and bonus plan processing.
* Configured Workday benefits including groups, plans, coverage types, event types, and eligibility rules for multiple countries.
* Implemented Workday performance management including goal setting, midyear, and year-end processes.
* Hire into Headcount and Job Management, Approval of Organization Assignments, consolidated approvals.
* Staffing Movements, Employee changes in position, inbound process and outbound process, Termination Process, initiate termination process, review termination process, to do tasks, Event Management, Finding the event, Task Reassignment and Requesting the reassignment, manage delegation settings, Editing the tenant setups- Business Process and Notifications.
* Conducted UAT/Parallel testing and lead testing for bi-annual payroll software configuration changes for Workday HRIS/Payroll module and Time and Attendance systems system upgrades and revisions.

**Environment:** EIB,  Studio, I Loads, Transformation using XSLT, Web services,  Report Writer, custom Reports, calculated fields, rewards focal plan, compensation, MS PowerPoint, MS Excel, Windows Vista.

**Client: Owens Corning, Ohio June 2010- Dec 2013**

**Role: SAP Consultant**

**Responsibilities:**

* Issue E-offers to candidates directly.
* Guiding the clients and assisting them in making the process smoother.
* Generating the employee SAP numbers by doing the Hiring actions.
* Master data maintenance of the employee data in SAP.
* Was responsible for Capturing Business process changes as a part of Discovery sessions and work closely with Implementation team in verifying Business Process configurations and testing them.
* Generate different kind of reports using Adhoc Queries to get the desired output.
* Resolving tickets related to Payroll and Personnel Administration.
* Guiding the clients and assisting them in making the process smoother.
* Generating the employee SAP numbers by doing the Hiring actions.
* Master data maintenance of the employee data in SAP.
* Generate different kind of reports using Adhoc Queries to get the desired output.
* Resolving tickets related to Payroll and Personnel Administration.
* Trained new staff members on SAP back-end production operations including roles/responsibilities, schedules, deadlines, metrics and standards.
* Extensive usage of SM37, batch job modifier for scheduling and releasing the particular batch jobs
* Extensive practice in PA40, PA30 and PA20 by changing one company code to other company code and maintaining the basic info types.
* Created LSMW sessions for Data upload and validated the data for Go-live. Prepared functional Specifications documents for technical team members to develop custom objects.
* Provided business with training, user manuals and processes guides. Created custom reports and AD Hoc query report.
* Interacting with client (One-point contact) over Issues and clarifications
* Providing weekly status to Client and Internal Management
* End to end Recruitment handling including searching profile through job portals as per job requirements, short listing profiles, interacting with candidates, forwarding formatted profiles to clients, scheduling interviews like telephonic and face-to-face interviews, following up with interviewers for feedbacks
* Responsible for addressing employee queries and providing solutions on various employee issues

**Client: STEER Engineering Pvt. Ltd, Bangalore, India July 2009 – Feb 2010**

**Role: Sr. HR Executive**

**Responsibilities:**

* Creating the course offerings and updating the IMS(International Management Studies) Sessions in Share Point.
* Maintain high quality SLA quality and TAT.
* Process requests for Employee Referral programs (ERP) and Sign-on Bonus
* Creating, scrubbing, posting and approving of the requisitions for various locations across USA regions followed by sourcing, screening of candidate profiles
* Working for the L&D Team.
* Creating the course offerings and updating the IMS (International Management Studies) Sessions in Share Point.
* Maintain high quality SLA quality and TAT.
* **Recruiting:** I have a good knowledge on recruiting. I worked in the tool called TALEO. I used to update the resumes of the candidates, and did the Hiring and Termination process in Taleo.
* Creating the offer letters and also working with the back-ground verification team
* **Payroll:**  Updating the salary of the employees and the level and designation. Updating the absences certificates and the leave balance of the employees. Running the reports of the different types of leaves of the employees on the monthly basis.

**EDUCATION**

* **Bachelor of Engineering –** *Computer Science Engineering*, JNTUH, INDIA