

## **Shireesh Balasani**

HCM Consultant

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### **PROFILE SUMMARY:**

- HCM Tester and Consultant with 10 plus years of experience into WORKDAY, ZENEFITS and HR Activities, which includes hands on Experience in Workday Functional and Technical for more than 4 years.
- Experience on E2E on Benefits, OE, Time tracking and Absence Modules and HR Transformations.
- Having experience in Functional testing on Benefits, Time Tracking and Absence.
- Experience in Define, build and implement enhancements to HR/P&O processes and structures that will improve the P&O function's alignment to business objectives and ability to help drive business results.
- Owned/Participated in the following key activities: Release Management, Regression Testing, Tenant Management, Data Upload, Major Outage/Communication/Updates and Incident Management. Manage Application Life Cycle services with WD. Mentor team members and processes.
- Ensured system designs adhere to solution architecture design (i.e. high-level conceptual design) and are traceable to functional as well as non-functional requirements in projects/enhancements.
- Ensured the overall user experience is taken into account when designing new solutions and services are peer reviewed, formally detailed and signed off by business.
- Ensure system design standards are defined to improve and sustain standardization of solutions adhere to architectural roadmap and support the development, execution and operations of solutions. Core Workday Competencies (knowledge and skills).
- Experience in EIBs, Core Connector Worker, Payroll Common Interface Output file, Report Writer and creating inbound & outbound Integrations. including, Custom Reports Calculated Fields, Simple & Advanced, Standard Reports

### **Work Experience**

- Working as HCM Consultant Dev IT-Infosys Ltd (C2H) from August 2020 to Present.
- Worked as workday Consultant Eron Infoways Pvt Ltd from April 2017 to August 2020
- Worked as Workday HCM-HR operations in Eron Infoways Pvt Ltd from November 2015 to March 2017.
- Worked as HRIS Administrator in Tachus Software Solutions from Sep 2010 to Oct 2015.

#### *Knowledge and skillset:*

*ERP Packages* : Workday HCM, ZENEFITS

*Workday skills* : Workday HCM and Integrations, Workday Report Writer,  
EIB, Core Connectors, PICO.

*Ticketing Tool* : Service Now

**Operating Systems** : Windows 2008/2012/XP/Vista/7/8

### **Education qualification:**




- Osmania University College of Commerce & Business Management, Hyderabad — **MBA Finance Special Elective** June 2009-June 2010.
- Osmania University College of Commerce & Business Management, Hyderabad — **MBA HR and Marketing** Aug 2007 - May 2009

### **Professional experience:**

#### **1. Infosys Ltd (C2H)**

##### **Project -1 Open Enrollment (Benefits)**

Duration: **Aug 2020– Present**

 Environment	:	Workday
 Role	:	Workday Consultant
 Scope	:	Functional Testing



### **Responsibilities**

- Responsible for the OE Strategy, Execution, Enhancement and Test planning, Testing the new requirements or changes in sandbox system for UAT and production.
- Involved in comprehensive Functional Regression testing with End-to-End process ,identifying Test Scenarios, Test cases for SIT, UAT
- Identifying the process to be engaged for each test phase, including risk-based testing, defect management, status reporting, and defect triage.
- Responsible for supporting the new change requests and enhancements in the project.
- Participated in the discovery sessions with client and vendors, create the design and mapping documents and submit the same for sign off.
- Participated in the design sessions, create the design documents and get sign off for each module
- Analyze feasibility and complexity of new requirements and provide feedback to BAU/Client.
- Successfully tested and implemented/Initiated (go-live) OE for the client.
- Documentation of the entire configuration and flow for the customer future reference, responsible for Business Strategy document preparation, Test approach data.
- Providing daily status reports to onshore/offshore managers and handling projects management activities such as daily status discussion, reporting, work assignments.
- Responsible for test execution, identifying the issues and raising & tracking defects as per severity.
- Worked closely with Project Managers and Functional leads to understand requirements, to translate the same into functional specifications and recognizing impact on business processes.

#### **2. Eron Infoways Pvt Ltd, Nov 2015-Aug 2020**

##### **Project -1 Regression Test Suite- Time Tracking & Absence Module**

Duration: **Nov 2019– Aug 2020**

 Environment	:	Workday
 Role	:	Workday Consultant




 Scope : Regression Test Suite

### **Responsibilities**

- Involved in comprehensive Functional Regression testing with End to End process.
- Identifying Test Scenarios, Test Cases for E2E , Test data identification, Test Automation,
- Detailing of all regression scenarios, working closely with Automation team for successful Automation of E2E scripts.
- Reviewing of test cases/scenarios for Regression.
- Documentation of the entire configuration and flow for the customer future reference, responsible for Business Strategy document preparation, Test approach data.

### **Project - 2**

Duration: **Jan 2018– Sep 2018**



 Environment : Workday  
 Role : Workday Consultant  
 Scope : Post Production Support & Development

### **Responsibilities**

- Analyze feasibility and complexity of new requirements and provide feedback to lead.
- Participate in meetings with Client to finalize the Design Approach for Workday Integrations and resolve any understanding gaps.
- Design and develop Integrations in Workday using different tools like CCW, EIB, and Custom Reports based on client requirement.
- Integration monitoring and scheduling.
- Responsible for developing Reports, Calculated Fields, Integrations and Testing.
- Having Knowledge on XSLT Transformations
- Responsible for supporting the new change requests and enhancements in the project.
- Participated in the discovery sessions with client and vendors, create the design and mapping documents and submit the same for sign off.
- Participated in the design sessions, create the design documents and get sign off for each integration.
- Configuring business processes, security, integration/interfaces, and reports.

### **Project -3**

Duration: **March 2017- Dec 2017**

 Environment : Workday  
 Role : HCM Consultant  
 Scope : HR Transformation/ Enhancement




### **Project Description:**

Hired as part of a global team that supports a seamless network of systems and services to enable our HR and line management colleagues to be as self-sufficient as possible by integrating databases, automated workflow systems, intranets and other technologies with key HR processes. Responsible for delivering day-to-day HR systems service delivery activities in support of policies and practices, this role will primarily focus on supporting the management of our external, contingent workforce within the Workday HR system.

**Roles and Responsibilities:**

- Support the implementation of workday HCM system.
- Configured security, configured hire business process following position management staffing model per business needs.
- Configured Various HCM related business process, such as Change personal Information propose compensation, Change Organization Assignments.
- Resolved Daily tickets based on priority given in Service Now Ticketing tool.
- Design and creation of custom reports like advanced and Matrix.
- Created outbound Integration for new hire employees.
- Worked on the Inbound Integration for Create Position, Compensation changes and Onetime Payment.
- Worked on the Core Connector worker template to track the worker personal information changes.

Duration: **Nov 2015– Feb 2017**

 Environment	:	Workday
 Role	:	Data Management Specialist
 Scope	:	HR Operations & Support

**Roles & Responsibilities:**

- Responsible for end to end transactions in Workday like Hire, Promotion, Transfers, Data Changes, one-time Payment, Adhoc Compensation Changes, Pay Group, Cost Centers, Termination, Job Profile/Job Title, Legal Entity Changes, Location Changes, Pay rule/Function/Business Unit Changes.
- Responsible for Supervisory organization creation and maintenance & Reorganizations, Subordinate Sup Orgs and Organizational Hierarchies.
- Data Management for all forms of Employee Data.
- Data Audits of MSS (Manager Self Service) and ESS (Employee Self Service) Transactions.
- Having good Knowledge and hands- on experience in Workday Functional HCM.
- Handling employee queries (On policies, employee history / data, benefits and Compensation).
- Testing the new requirements or changes in sandbox system for UAT and production.
- Responsible - HR system updates and tracking of HR requests via the case management tool.
- Managing Confidential Employee Data and processing necessary updates whenever required in Workday.

**3. Tachus Software Solutions, Sep 2010-Oct 2015****2.1 Designation: HR Administrator**

**Responsibilities:**

- Worked along with HRIS specialist and manager to identify ways to reduce errors in data entry and assist in implementing improved processes/systems
- Created test scenarios and assisted in performing tests to insure all processes work according to predetermined goals
- Worked closely with the Infrastructure team and business users to maintain the Lawson and Lawson related applications
- Responsible for troubleshooting system related issues and opens support cases to resolve issues when needed
- Acts as a liaison to the business users to maintain integrity and confidence in the system.
- Coordinated and provided end user training for upgrades, new modules, etc
- Trained associates on the various tools and applications in Zenefits and ServiceNow
- Monitoring and triage the ticket queue to groom ServiceNow requests
- Assisted in the evolving development of workday
- Developed and executed audit queries for HRIS data integrity
- Provided excellent customer service to associates.

**2.2 Designation: HR Associate****Responsibilities:**

- Expertise in full life cycle of Recruitments, as a part of Talent Acquisition team work with Business Directors, Associate Directors and Hiring Managers, giving them end-to-end recruiting solutions.
- Expert in recruitment through various channels including – Applicant Tracking System, Referrals, Job Boards, Social Media, networking and Head Hunting.
- Expertise includes Quality Management, Candidate Assessment and Management/ Skill Set Mapping.
- Working in compliance with the tight deadlines of the SLA's prescribed by the practice along with adhering to recruitment likelihood attributes also managing overall TAT, Cost per hire and hire loss ratio.
- Interact with the hiring managers and delivery heads to analyze their satisfaction levels and improve the quality of resources, ensuring speedy resolution of queries & grievances to maximize client satisfaction levels.
- Client Management, Partnering with Managers and Business unit heads to determine staffing needs, provide recruiting expertise, design hiring and sourcing strategies, help build a strong talent force.