SUMALATHA
WORKDAY CONSULTANT
PH:201-771-6831
LOOKING FOR C2C POSITIONS ONLY

SUMMARY OF EXPERIENCE:

- Over **8 years** of **IT experience** with the implementation and post-production of **Workday** HCM including functional configurations, reporting, and integrations.
- Proficient in **Workday** with hands-on experience in large-scale, global, full-lifecycle, domestic, and international implementations.
- Involved in Full cycle implementation of Workday Modules **HCM, Payrolls, and Benefits**.
- Expert in analyzing business requirements and transitioning them into **use cases, functional specifications, and activity diagrams** using **UML methodology** in software using **MS Visio.**
- Defining/Editing the Compensation Structure in Workday.
- Experienced in Edit Tenant setup related configuration for **HCM, System, Security, Worklets, Business Processes Notifications**, and reporting and Analytics.
- Expertise includes **Payroll Accounting**, pivot tables, v - look ups, process improvement, team building, multi-state & international payroll, employee benefits processing, employee relations, and high-volume payroll.
- Good understanding of Integrations including Web **Services, SaaS, Workday Architecture, and Business Process Framework.**
- Hands-on experience in inbound/ outbound integrations Using **Core Connector, Workday Studio, managing business processes, working with EIB, Report Writer, Creating Workday Calculated Fields and Custom Reports**
- Expertise in HCM process analysis, mapping solutions to these processes, and determining in best approaches based on developing business practices of IT applications of Integration Architecture and Development, Team Building, Project management, and Business and System Analysis.
- Experience in developing test strategy by creating test plans and executing cycles of unit string integrations and assisted customers in user acceptance tests and smoke testing.
- Designed and developed sets of integrations to integrate **Workday** HR with recruiting systems.
- Experience in developing simple and advanced **matrix custom reports for integration.**
- Excellent analytical problem-solving capabilities and a strong emphasis on quality.
- Experience in **Software Development Life** Cycle (SDLC) Phases such as Requirement analysis, Design, Development, Testing, and Deployment with working knowledge in software development methodologies like **Rational Unified Process** (RUP), **Agile,** and **Waterfall** across the span of various projects.
- Configured Workday security roles and groups to the required level of confidentially and segregation of duties.
- Good communication, Interpersonal skills with strong analytical ability, positive work attitude, and self-motivated to work independently and as well as in a team.

TECHNICAL SKILLS:

Workday skills	Workday HCM, Workday conversions, Workday Report Writer, I Loads, core connectors, and Workday Studio
Java Technologies	Java/J2EE Technologies, Java Bean, Web Services
Document Processing	MS PowerPoint, MS Project, MS Visio, MS Web, MS Excel
Databases	Oracle SQL, MYSQL, PL/SQL
Operating Systems	Windows 2000/2003/2008/XP, Vista, UNIX Linux

TD SYNNEX Fremont, CA   **Nov 2021 to Present**
Workday HCM Analyst

Roles & Responsibility: -
- ❖ Hands-on experience in Workday Standard Reports (HCM/FIN), calculated fields, and Custom Reports Created and maintained custom and ad-hoc reports as well as, run scheduled reports needed by end-users and Create Custom Workday reports and modify/troubleshoot existing custom reports using Calculated Fields.
- ❖ Using Workday to create Integration & Analytics reports to help them Manufacture & Stock in the inventory.
- ❖ Experience in PL/SQL and Prism for Data Analysis.
- ❖ Experienced to work with Workday Report Writer, (FIN/HCM) Business Intelligence Reporting Tool (BIRT), and worked on custom integrations with third-party applications using Workday Core Connector & EIBs.
- ❖ Workday Data Conversion, Workday Budgeting, General Ledger, Cost Allocations, Interfaces, Project Accounting, Report Writer, Financial Statements, Accounting procedures, Accounts receivable, and accounts payable
- ❖ Developed Inbound and outbound integrations using EIB, Web Services SOAP, WSDL, XML, and XSLT Document Transformation for several integrations from Workday to downstream internal and vendor systems and provided necessary security for the related functional area to launch the EIB.
- ❖ Developed Core connector and Document Transformation integrations to get changes file of CSV format from XML Output.

Environment: - **Workday Report Writing, custom reports, calculated fields, Custom Objects, EIB, Workday Studio, Core Connecter, XSLT, XML, Document Transformation, compensation, Talent Management, Recruiting, Benefits, Payroll, Implementation Tenant, Sandbox Tenant, Production Tenant.**

USF(University of San Francisco), CA   **March 2019 to Oct 2021**
Workday Integration Developer

Responsibilities:
- ❖ Redesigned and maintained various business processes - hire, termination, onboarding, job change, comp change, job application, and job requisition processes.
- ❖ Managed day-to-day functionality of (the HCM) system and took responsibility for high-quality support and providing continuous improvement of the system.
- ❖ Lead compensation project involving merit /stock process changes and package setup.
- ❖ Worked with business stakeholders to gather/discuss business requirements, streamline processes, fit-gap analysis, and issue resolutions, and developed relevant BR documents.
- ❖ Created more than 50 EIBs to upload various spreadsheets with data on Job requisitions, hire, onboarding, change job, compensation change, and termination.
- ❖ Maintained and supported **HCM** domains - Core HR, Compensation, Talent, and Performance. Additionally, Payroll, Recruiting, Absence, Time tracking, and Benefits.
- ❖ Managing specific system processes, including configuration, documentation, testing, and security with cooperation and communication with relevant stakeholders (e.g. Finance, Legal, HR Business Partners, Staffing, Payroll, and Corporate Engineering).

- Providing customer-friendly handling and resolution of user inquiries, questions, and problems, auditing of process data, analysis and resolution of problems and special cases, training, and communication with Operations, HR Business Partners, and other stakeholders.
- Gathered functional requirements from various business stakeholders and mapped them into technical specifications to support the interfaces and existing business processes.
- Maintained various domain and business process security policies for different functional areas including system, worker data, and self-service areas.
- Successfully handled WD32/WD33/WD34 feature release project/upgrades including test script creation, integration (unit, regression, end-end) testing, and recommended system enhancements through the change management process.
- Implemented a Predictive analytics project to find the quality of hires and retention rates.
- Supported and configured performance review templates, BIRT/n-box reports, Talent pools, Succession planning, and feedback/goal templates, and handled all service requests from ODT.
- Created more than 1000 reports – advanced, matrix, search, n-box, trended, and composite using calculate fields and scheduled them to relevant people operations teams.
- Worked on HCM web services like Hire Employee, Change Job, Submit Payroll input, payroll deductions, and earnings/absence data update single and multi-instance Custom Object (REST).
- Maintained SOX compliance, IT General Controls, GDPR, and related Audits.

Environment: - **Workday Report Writing, custom reports, calculated fields, Custom Objects, EIB, Workday Studio, XSLT, XML, Core HR, WD32/WD33/WD34**, **HCM domains**, **Document Transformation, compensation, Talent pools, Recruiting, Benefits, Payroll, Implementation Tenant, Sandbox Tenant, Production Tenant.**

Client: Yale University, New Haven, CT   **Jan 2017 to Feb 2019**
Title: Workday HCM Consultant

Responsibilities :
- Analyzed the Business Requirements and **Functional specifications** within the team for business understanding and end-user focus
- Involved in the meetings with business process owners, **SMEs (subject matter experts)**, and the **Security Audit** team for the requirements gathering and verification stage
- Conduct project management duties of global teams for **Performance Management** and **Benefits modules.**
- Involved in resolving the **HCM core** configuration issues on a priority based.
- Active Involvement in Implementation, Customization, and Maintenance of **ITIL** modules such as **Incident, Asset, Change, Problem,** and **Knowledge Management.**
- Involved with implementation and support of **Workday Core HCM**, Benefits, Onboarding, termination, Compensation, Advanced Compensation, Talent, and Recruiting modules.
- Documented workflow, configurations, and business processes for various modules using **Excel, MS Project, and Visio**.
- Integrate Workday with external vendor software.
- Configured changes in **Workday HCM** solutions to meet business needs.
- Work on Workday conversion processes and tools like **loads, EIB, and Workday Studio.**
- Participate in **Workday Communities** to remain connected with Workday and customers.
- Production Support/Enhancements for Business Process configuration/optimization, HCM, Payroll, Time tracking, providing recommendations, and troubleshooting issues by working with HRIT Director.
- Develop impact and preliminary analyses in SDLC, and participate actively in their implementation. VISIO and MS Project, **Excel as Reporting Tool.**
- Creating **Workday Calculated Fields** and Custom Reports.
- Observe the standards and procedures established by the project office and Track business needs during development phases in the Business Life cycle.
- Implemented trending, dashboards, and composite reporting.
- Develop testing strategies and verification scenarios along with project Scope and Requirements documents.
- Exposed to the entire Defect Life Cycle from opening a defect to closing a defect.

- ❖ Implementation of system enhancements and conversions which included developing detailed documentation for training and testing.
- ❖ Analyzed change and update requests, Coordinated the execution of tests and integration within the module.
- ❖ Reconciliation system log files of onboarding more than 500 applications.

Environment: **Workday 29/30/31, Workday Studio, XML, Web Services, XSLT 2.0, Agile Methodology, ITIL, Report Writer, Oxygen.**

Client: Bay Media Soft, India   **Aug 2013 to Dec 2015**

Workday HCM Analyst

Responsibilities:
- ❖ Performed Workday administrative functions including security maintenance, business process configuration, tenant configuration, upgrades, data loads, custom and automated reporting, and dashboards.
- ❖ Participated in the review, testing, and implementation of bi-annual Workday releases and other system releases or patches; determined impact, and participated in regression testing for new system features.
- ❖ Lead Recruiting project involves job application, job requisition, job posting, and offer letter generations for regular workers and contingent workers.
- ❖ Created, maintained, and processed standard and custom ad-hoc reports using calculated fields to meet business needs.
- ❖ Worked collaboratively with HR, Payroll, and Finance teams to ensure the proper usage, resolve production Issues and security of our HRIS and Payroll platform
- ❖ Worked with business stakeholders to gather/discuss business requirements, streamline processes, fit-gap analysis, and issue resolutions, and developed relevant BR documents.
- ❖ Maintained accuracy and integrity of all data entered, maintained data in HR systems and databases and assured information is available on a timely basis.
- ❖ Promoted best practices, streamlined data processes, and increased efficiencies within the HR community based on Workday HRIS.
- ❖ Provided HR data, reporting, and analytics to enable and support effective management, decision-making, and prioritization of Human Resources business decisions.

Environment : Business process, Integrations, security, report writer

SUMALATHA A

- Lawrenceville, GA, US

Contact Information

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- 2017716831

Work History

Total Work Experience: 10 years

- **Workday HCM Analyst TD SYNNEX Fremont**
  Nov 01, 2021

- **Workday Integration Developer USF**
  Mar 01, 2019

- **Workday HCM Consultant Yale University**
  Jan 01, 2017

- **Workday HCM Analyst Bay Media Soft**
  Aug 01, 2013

Education

- **Bachelors** | Jntuh

Skills

- **agile** - 8 years
- **benefits** - 8 years
- **business process** - 8 years

- **business requirements** - 8 years
- **configuration** - 8 years
- **documentation** - 8 years
- **hr management** - 8 years
- **implementation** - 8 years
- **integration** - 8 years
- **ma share point** - 8 years
- **onboarding** - 8 years
- **path** - 8 years
- **prism development** - 8 years
- **procedure** - 8 years
- **qa** - 8 years
- **report writer** - 8 years
- **reporting** - 8 years
- **scrum** - 8 years
- **software** - 8 years
- **sql** - 8 years
- **training** - 8 years
- **verification and validation** - 8 years
- **visual basic** - 8 years
- **web services** - 8 years
- **workday** - 8 years
- **xml** - 8 years
- **xslt** - 8 years

Work Preferences

- Likely to Switch: True
- Willing to Relocate: True
- Travel Preference: 100%
- Work Authorization:
    - US
- Work Documents:
    - Have H1 Visa
- Security Clearance: True
- Third Party: True
- Employment Type:
    - Contract - Corp-to-Corp

Profile Sources

- Dice: https://www.dice.com/employer/talent/profile/6f2438a0ddae70b3faf526bf3ab524c6