

**Sai Charan**  
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**Senior Workday Consultant**

#### **PROFESSIONAL EXPERIENCE:**

- Having around 4 years in workday with full life cycle implementations and post implementations.
- Experience in workday Implementations, BIRT, Workday Reporting, Workday Business Process Configurations, Talent & Performance management, Workday Security, HR Implementations, Project Planning and Reporting, Business Analysis and Process Redesign, Client Management, Vendor Redesigned systems to help companies handle sustainable growth by providing tactical and strategic advice. Having a history of successful ERP project implementations, upgrades, and conversions.
- Experienced in planning, designing, and recommending business processes to improve and support HR business.
- Hands on experience in inbound/ EIB Core Connector, Report Writer (Advanced, Matrix, Trended, Composite), Calculated Fields for both HCM, Finance and Payroll.
- Analyzed client's HR/Payroll business needs through client working sessions and supported development of new business processes and a future state design.
- Strong experience in managing day-to-day operations of Workday including system maintenance, configuration, reporting and analysis, and issue resolution for core
- HR, compensation, benefits, absence management, on-boarding, and recruitment modules.
- Experience in HR, Compensation, Absence Management, Benefits, Time Tracking and Expenses.
- Implemented Human Resources, Compensation, Absence Management and Time tracking developed by the implementations from analysis to deployment and go-live.
- Experienced in core HR, Compensation, Benefits, Absence Management, On-Boarding and Recruitment modules.
- Good experience in creating simple and advanced reports, calculated fields, columns, business objects, defining columns and Security Groups.
- Extensive experience in providing post go live support (maintenance and enhancements) for SAAS applications like Workday.(re-implementation, upgrade, and maintenance)
- Hands on experience in testing inbound, managing business processes, working with EIB, Report Writer, Creating Workday Circulated Fields, and Custom Reports.
- Conducted several Requirement Gathering Sessions (RGS) for gaining detailed requirements and finalizing Business Requirement Document (BRD) and experienced in loading data from Legacy system into workday using EIB.

#### **Technical Skills:**

<b>Workday:</b>	Implementation, Reporting (BIRT, Report Writer), Business Process Configuration, Talent and Performance Management, Security.
<b>Modules:</b>	HR, Compensation, Benefits, Absence Management, Recruitment, Time Tracking
<b>Reporting and Analysis:</b>	Custom Reports, Dashboards, and Data Validation
<b>Data Migration:</b>	Legacy System Conversion, Data Cleaning, and Mass Loads
<b>Other:</b>	Project Management, Business Analysis, Client Management, Vendor Management, Documentation, Troubleshooting

**Work Experience:****Role: Workday Reporting Consultant****Client: PayPal Inc****Duration: September 2023 to Present**

**Project Scope:** Client wanted to unify their HR processes and bring them on cloud. The transformation involved data conversion from legacy ERP systems to Workday systems and building complex Reports and data validation which would seamlessly communicate with the client's internal and the systems of the client's vendors.

**Responsibilities:**

- Created multiple custom reports and attached to the dashboards in the workday.
- Developed new HR reports and dashboard.
- Worked closely with business users to gather requirements and convert it to technical reports and dashboards.
- Regularly support HR programs and efforts by establishing schedules, keeping track of tasks, communicating with team members or important personnel, and reporting pertinent trends.
- Developing and modifying reports for management and HR business partners.
- Actively involved in workday financial projects and keeping up with the changes in workday and performing impact analysis to check reports impacted by changes.
- Support and take part in the HR data lifecycle, which involves the collection of data from various sources, the merging of files, the cleaning of data, and the entry of formulas to prepare data for analysis.
- Created ad-hoc reports through complex queries and reports for senior management and numerous executive committees.
- Built interactive and selective data reports using concepts such as filters, column selectors, view selectors, dashboard prompts and extensively used repository and presentation variables.
- Design and build time and absence, merit, talent acquisition dashboards.
- Worked on data validations and unit testing of reports /dashboards in workday.

**Environment:** Workday, BIRT, Report Writer, Legacy ERP Systems, and Cloud-Based Systems

**Role: Senior Workday Consultant****Client: Cigna****Duration: September 2020 to August 2023**

- Involved in different stages of project Data conversion from legacy system to workday, Data gathering workbooks DGW, Unit testing, E2E testing and Reporting and Dashboards as major.
- Created report writer reports, worked with standard and Custom Reports, using the security in the reports, and created Security Segment Groups for Benefits.
- Created reports on HCM- Headcount, salary range, operational hours, wage tax deductions, benefit plans and more.
- Experience in how to distribute to and collect feedback from your employees through the combination of feedback tools and performance processes.
- Having a good knowledge on strategic nature of talent and how it provides data to other Workday applications through information collected via talent and performance processes.
- Developed integrations using workday Enterprise Interface Builder (EIB), document transformation, Core connector and deploying it into workday tenant.
- Analyzed client's HR/Payroll business needs through client working sessions and day to day support of Workday HCM, Security, Compensation and Reporting issues.

- Worked on Performance and Talent Calibration – to ensure ratings are being given fairly and consistently across the organization as well as to help identify your Top Talent.
- Worked with BIRT layouts by creating pay slip designs, customer invoices, adding deductions and earnings.
- Worked on numerous attributes to track on employees that can be tracked and how to build talent pools and succession pools that will provide the information the organization needs to retain talent and build a healthy talent pipeline.
- Experience on how to decide which positions to plan for, reports that can help determine who to place on your plans, and reporting that can help determine when and how to manage your plans in succession planning.
- Developed integrations using web service SOAP, WSDL, XML, XSLT on the Workday cloud platform such as ADP inbound/outbound integration.
- Analyst specializing as a system liaison for Vendor Management and Procurement process implementation and data conversion.
- Experience in Human Resource including Workday Finance Integrations, Workday Payroll, Health Care, Business Analysis, Business Process Flows, Reporting, and Integration. Organized JAD sessions to gather requirements at various stages.
- Good understanding of Project Process and ability to analyze business problems and identify solutions. Worked extensively with the team to meet business requirement, create prototypes, and analyze workflow.
- Implemented Workday and data migration using EIB and experience in building inbound and outbound integrations in Workday using web services like XML, XSLT.

**Environment:** Workday, EIB, Core Connector, SOAP, XML.

**Role:** Workday Consultant

**Client:** Ryder

**Duration:** January 2020 to August 2020

- Provided guidance to the users for gathering and documenting business requirements and testing business process changes within the assigned functional areas.
- Interacting with Business Users/Stakeholders, and HR teams and providing support, Configuring, troubleshooting, and running Audits, resolving security issues as per business needs.
- Involved in HCM configurations over multiple areas: Security, Recruiting,
- Compensation, Advanced Compensation, Benefits, Hire/Onboarding, Staffing, Time off and leave.
- Setup and managed various Business process steps such as Actions, Approval,
- Approval chain, TO Do's, Questionnaires, Documents along with the Condition Rules and Advanced Routing.
- Worked on different EIB' both inbound and outbound like, Update Workday Accounts
- (Inbound Integration), add and update organizations (Inbound Integration), Request Compensation Change (Inbound Integration), as per client requirements in Workday. · Provided written instructions (Job Aids) for various Workday Processes.
- Troubleshooting and resolving Security related issues across all Global HR domains. · Developed different types of Custom Reports for Staffing, Recruiting, Compensation, Benefits and Payroll using complex calculated fields.
- Clear understanding of the impact of Calculated fields on the performance of the report, Report Scheduling and Report Sharing.
- Experience in creating Integrations/Interfaces (Inbound and Outbound) using integration tools like EIB, Core Connectors.
- Experience with Request Business Process Framework Configuration purpose of this framework is without using word or email we can maintain and manage requests within Workday, Like Request (Security Group Access), Request (One-Time Payment) etc.
- Created, updated, and Executed new Q/A and regression test scripts for new functionality in different Business Processes and configurations.

- Created and maintained Security Groups like segment based, Job based Security group, Intersection
- Security Group, Integration System User, Role-based security,
- Configuring Security group permissions to corresponding Domains and Business Processes Security Policies.
- Develops test Strategy, Test Plan, Test Cases and Test Scripts for Workday Upgrades.

**Environment:** Workday, Configuration Tools, EIB, Custom Report Creation, and Test Script Creation