

<b>Job Title:</b> Workday Sr. Analyst – HCM & PATT	<b>Location:</b> Remote Working
<b>Department:</b> Human Resources Generac	<b>Contract:</b> Permanent/ Full-Time
<b>Reports To:</b> HR Manager Generac	<b>Direct Reports:</b> N/A

## 1.0 Job Summary & Role

The Senior HRIS Analyst - HCM & PATT (HCM, Payroll, Absence, Time Tracking & Scheduling) provides expert functional and technical support for Workday. Under the direction of the Director of Global HR Technology, this position collaborates in the planning, design, development, testing and deployment of new global HR technology solutions, enhancements to existing systems, system upgrades, and continuous process improvements. This position will also provide superior customer service by consulting with HR Partners and business stakeholders to define business needs and provide solutions to those needs.

## 2.0 Key Responsibilities & Main Duties

- Serve as a key resource and subject matter expert (SME) in terms of Workday system functionality for functional areas that can include: HCM, Absence, Payroll, Time Tracking, and Scheduling. Additional experience in other functional areas a plus (Benefits, Compensation, Advanced Compensation, Talent Management, or Recruiting)
- Gathers, defines and implements system requirements, including but not limited to preparing and executing functional and technical specifications, test plans, system testing, and development of processes and procedures
- Performs advanced system configurations including organization management, eligibility rules, business processes, approval routing rules, condition rules, notifications, calculated fields, templates, and plan setup
- Manages all configuration across Payroll, Absence, Time Tracking & Scheduling, and completes supporting change management documentation
- Identify, verify, design, and implement system enhancements and business process improvements for key HR processes
- Performs day-to-day operations, maintenance, and functionality for HR systems, including but not limited to system upgrades, troubleshooting root cause analysis and resolving issues
- Represent HR Systems team with cross-functional, HRIS-related projects, including implementation, system enhancements, creating functional specifications, managing change control, and all testing
- Lead and develop internal processes to maintain business process models, testing scenario templates, and all systems-related training materials
- Configures and maintains user security roles. Collaborates with the HR team regarding the proper security needed for creating/modifying security roles and ensuring effective business processes. Ensures roles are created properly and contain the proper access to HR systems. Assigns and maintains user access. Implements safeguards to ensure employee data privacy and protection
- Review current HR system functionality for possible improvements, troubleshooting issues, testing new features, and developing and delivering end-user training materials



- Plan and execute unit, integration, and acceptance testing; and create specifications for systems to meet approved business requirements
- Participates in biannual release / enhance processes to review functionality, impact analysis, configuration and testing
- Supports the development of reports for supported functional areas
- Maintain EIB templates and upload to system

### 3.0 Essential Factors

Knowledge
<ul style="list-style-type: none"> <li>• Strong project management and process management skills</li> <li>• Advanced knowledge and understanding of HR processes, procedures, and policies to translate business requirements into the system</li> <li>• Experience diagnosing, isolating, and resolving issues and recommending and implementing strategies to resolve problems</li> </ul>
Skills & Attributes
<ul style="list-style-type: none"> <li>• Demonstrated ability to communicate technical information to non-technical audiences</li> <li>• Demonstrated ability to work with cross-functional teams and facilitate teams to identify and implement solutions to complex problems</li> <li>• Position requires compliance with legal requirements and strict confidentiality of records and information</li> <li>• Demonstrated strong attention to detail, accuracy, problem-solving, critical thinking</li> <li>• Strong time and project management skills</li> <li>• Strong interpersonal skills in dealing with all levels of employees and management</li> </ul>
Experience
<ul style="list-style-type: none"> <li>• Minimum of 5 years' experience supporting Workday configuration in areas such as HCM, Absence, Payroll, Time Tracking, Scheduling, Reporting, including Business Process configuration and security</li> <li>• Experience supporting US and Canada payroll and time tracking setup</li> <li>• Familiarity with time tracking requirements for states of California in USA a plus</li> <li>• Previous system implementation experience; Workday a plus</li> <li>• Workday Administration experience required</li> <li>• Background in supporting HR functional processes (Payroll, Time Tracking, Scheduling, Absence, HCM, Onboarding)</li> <li>• Previous exposure to project-related activities through active participation in system-related projects</li> </ul>



<ul style="list-style-type: none"><li>Experience configuring reports and analytics for functional areas supported</li></ul>
<b>Qualifications</b>
<ul style="list-style-type: none"><li>Bachelor's Degree or 7 years' experience</li></ul>

<b>Created by</b>	<b>Dated Created</b>
HR Manager Generac	29/04/2025

