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# Example of HRIS Administrator Job Description

Our innovative and growing company is looking for a HRIS administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HRIS administrator

* Support building and maintaining SharePoint libraries, sites and help manage workflows via OnBase
* Maintains HRIS transactions throughout the employee life cycle including, hires, terms, deletes and changes
* Reviews data entry for accuracy and quality
* Generates and/or runs reports as necessary
* Works closely with the HRIS team to meet monthly and on-demand report request
* Design and execute testing scenarios for changes to SAP/MyConnect
* Create and retain testing documentation for use and reuse
* Participate in regression testing for global upgrades to SAP/MyConnect
* Configuration of functional SAP HCM tables
* Use Business Requirement documents (BRDs), design documents and functional specification documents for key internal and external interfaces from SAP

## Qualifications for HRIS administrator

* At least two years' experience with HR systems
* Case Management experience such as Neo Case, Service Now
* High School, College or University degree, Journeyman’s ticket
* Two (2) years experience in system administration
* Certification with Microsoft, VMware, EMC, or Computer Associates (CA) programs preferred
* Experience using Windows Server 2003/2008, Active Directory Domain Services, Microsoft Exchange, Microsoft OCS, Citrix, XenApp, Vmware, or EMC SAN storage