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# Example of HRIS Analyst Job Description

Our company is growing rapidly and is hiring for a HRIS analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for HRIS analyst

* System administration experience of enterprise systems preferred (SAP, Workday)
* Responsible for day-to-day, ongoing maintenance and process tasks within the Workday system including import loads, accrual adjustments, creating new locations
* Continually assess business needs and implement measures that will ensure customer expectations are met or exceeded by enhancing system capability and performance
* Document and track requests and product defects, manage issues resolution and coordinate problem resolution with product vendors
* Work effectively with multiple types of reporting tools and perform complex queries for analysis and reporting
* Of any defects
* Running reports from Human Resources Information Systems (HRIS)
* Reconciling carrier invoices on a monthly basis and ensuring invoices are paid prior to carrier's monthly due date
* Preparing spreadsheets for reportable billing issues, including premium discrepancies, terminations and qualifying events
* Identifying and reporting findings of benefit account variances, including enrollment and/or terminations

## Qualifications for HRIS analyst

* Minimum of 3 year previous experience maintaining data in a HRIS system
* Able to balance multiple processes and prioritize tasks
* Past experience working with HR modules in SAP
* Minimum of 3+ years experience supporting PeopleSoft Absence Management and Time & Labor
* BA/BS degree in Human Resources, Business, MIS, Computer Science, or related field or equivalent experience a plus
* 3+ years Business Analyst and/or System experience