Our company is looking to fill the role of HR systems analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for HR systems analyst

- Build partnerships with data requestors
- Proactively escalate issues and concerns
- Support projects and cross functional initiatives
- Act as a resource for HR special projects
- Ensure activities are delivered on time and with quality
- Escalate issues/risks pro-actively to appropriate team and members and management
- Regularly communicate status and challenges to team members and management
- Serve as primary support for managing incoming files to perform mass uploads into Workday
- Support Workday simple integrations as a backup
- Assist in requirements gathering, testing, training, and change management associated with upgrades and enhancements

Qualifications for HR systems analyst

- Support Reward function by producing benchmark information and performing salary review analysis
- Produce and validate management information including payroll and audit reports
- Support on on-going maintenance and background development of HRIS

- Perform daily interface from HRIS to payroll– analyzing any errors / fails and correcting them
- Provide end-user training for new and existing users
- Support on the roll-out of new modules, such as 'on-boarding' tools