Our company is growing rapidly and is looking to fill the role of HR systems analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for HR systems analyst

- Become main Anaylst Resource for Workday and other HR system projects in Payroll, Benefits, employee programs
- Support key Benefit initiatives to include open enrollment, year-end processing, new/enhanced Benefit programs
- Maintain competency models in the job role library
- Act as primary HCMS workflow administrator and subject matter expert
- Review all HCMS user access requests and approve based on established security requirements/policy
- Work on the planning, configuring, design, quality, enhancement and maintenance of HBO's Workday
- Support applications, including (but not limited to) PeopleSoft HRSA (Admissions, Student Records, Financial Aid, Student Financials, Human Capital Management, Time & Labor)
- Act as single point of contact between IT and the customer
- Perform necessary business and system analysis to gather all pertinent data related to issues in production system, patches, upgrades, and enhancements
- Collaborate with business partners to gather requirements and identify gaps between requirements and the application

Qualifications for HR systems analyst

- Project management and strong organizational skills are required to be

- 5+ years' experience in HR system application support for business analysis, design, configuration, testing, and deployment
- Minimum 3 Years Business Analyst experience including system design and implementation
- Participate in the relationship between all key stakeholders, including but not limited to IT, Finance, HR Central Functions all SAP and other HR system related matters
- Participate in the relationship between all key stakeholders, including but not limited to IT, Finance, HR Central Functions on all SAP & other HR system & change related matters