



Example of HR Systems Analyst Job Description

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Our company is searching for experienced candidates for the position of HR systems analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for HR systems analyst

- Perform simple coding of text document (customization of templates)
- Provide centralized reporting on the harmonization acceptance rates and liaise with countries to monitor progress
- Provides assistance to local HR through demonstrations and presentations, via telephone and web conferences
- Analyze and present trends in the area of HR technology
- Undertake testing of changes (e.g., acceptance testing,) if required
- Identify and resolve escalations or complex issues with a strong emphasis on associated patterns, trends, and root cause analysis
- Maintain training documentation and library by developing user procedures, guidelines and documentation and providing on-line or recorded training videos as needed for new processes or Team Members
- May support Shared Service SLAs by taking overflow calls periodically
- Develop/enhance Standard Work Instructions for internal processes
- Validate and input residual data not received via HR interface or through ESS/MSS such as one time and recurring payments

Qualifications for HR systems analyst

- General understanding of HR, Payroll, Finance and IT business processes intra and inter-departmental functions and interdependencies
- Track, analyze and report on team metrics
- Minimum 3 years experience in HR related systems functional support and

- Minimum 3 years experience in business process reengineering, procedures development and documentation, and system related project leadership
- Requires knowledge of and practical application of testing methodologies and experience
- PeopleSoft HR experience preferred