



# Example of Workday Analyst Job Description

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Our company is searching for experienced candidates for the position of workday 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 workday analyst

- Workday reporting and BIRT, HCM, EIB
- HR experience in a consultative, client-focused role
- Produce daily, weekly, monthly and quarterly security access reports
- Perform analysis on the level of access that users have access to and escalate potential issues to management
- Monitor and report on trends of information security and data access issues and make recommendations for corrective actions
- Process daily, monthly, yearly security related requests across various systems
- Act as a focal point to responding to security questions
- Business/Functional Requirements for Systems
- Functional Expert of HR/Payroll systems
- Partner with HR/Payroll teams, on development of Training Strategy

## Qualifications for workday analyst

- 2-4 years of professional work experience, preferably within HR in a reporting/analytical or security/ entitlements space
- Knowledge on Workday or PeopleSoft is preferred
- Coordination with HR/Payroll teams, testing strategy, planning and tracking, aligned with requirements and solutions
- Liaison for systems related issues, requests
- Communicates and works with HR/HRIS, Payroll and IT on all issues and needs

