



Example of Workday Analyst Job Description

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Our innovative and growing company is looking for a workday 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 workday analyst

- Provide support on HR projects as they relate to tracking the rollout of HR initiatives
- Supporting resolution of issues escalated
- Modifying workflow changes, functionality and adding users to Workday
- Providing support to end-users of the Workday platform
- Maintaining integration related requirements and technical documentation
- Supporting the change order process
- Providing production support for the Workday platform and its integration points with other software and modules
- Ensuring business processes are maintained in a non-disruptive manner
- Develop and update documentation and audit processes
- May support HR technology projects or initiatives involving Workday HCMS

Qualifications for workday analyst

- Ability and desire to learn about and expand your expertise to encompass new areas of Workday
- Advanced working knowledge of MS Excel and Google Apps a plus
- Working knowledge of report writing, EIBs and calculated fields a plus
- Serve as the primary point of contact for HR systems projects, acting as a liaison between the users, IT teams and third parties
- Minimum 8-10 years of hands-on Business Analyst experience with HR

- Experience being a part of a Workday implementation within an organization that consists of at least 200 users (Both HR & Finance Portion)