



Example of Workday Analyst Job Description

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Our company is growing rapidly and is looking for a workday analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for workday analyst

- Engage with customer/managers (Benefits, Recruiting, Absence, Payroll), defining requirements and guide them through the implementation process
- Work closely with business partners to understand business processes, goals and identify gaps
- Ensure systems training is provided on new functionality
- Experience with hands-on administration of Workday Finance and HCM applications
- Preparing change management documentation
- Experience with Workday Reports and configuring Workday Business Process steps
- Working knowledge of integration tools, and Workday Studio and methods for management of existing integrations
- Collaborate with various teams and prioritize and manage the environment management for Tribune Media
- Document policies and procedures for Workday support tasks and change management
- Establish optimized set of tools and structures around projects and financial management

Qualifications for workday analyst

- Experience in Workday HCM Functional and Business Process configuration and testing

- Proficient in Workday custom report building and with Enterprise Interface Builder (EIB)
- Experience in data migration strategy and execution from legacy system(s) to Workday
- Experience in implementing Workday at a global/enterprise client with complex requirements
- Ability to create job aids and process documents in addition to leading knowledge transfer / training sessions