



HCM Functional Analyst

As a key member of the Human Resources team and reporting to the Manager, Learning & Development, the HCM Functional Analyst will be responsible for managing the continuous improvement and development of Workday HCM and Cornerstone learning management system (LMS). This position liaises closely with members of the Human Resources team and other departments throughout the organization, ensuring the needs of the organization are met by initiating the necessary actions relating to the HRIS and LMS systems.

Key Responsibilities

- Act as a trusted resource to the business and serves as the face of HR Solutions supporting/enabling business priorities leveraging Workday HCM.
- Expert for system administration, HR transactions, business process configuration and design, including advising the HR team, managers and employees in proper use of the system.
- Capable at creating/loading and validating EIBs or using other Mass Operation type of Workday Administrator Tasks.
- Capable at building calculated fields and custom reports Lead and close various operational tasks or projects including, but not limited to: Triage ticket intake and resolution with internal partners, partner with SMEs to support Annual Cycle Activities and new feature implementation, participate in Leading Workday updates/projects.
- Work closely with HR leadership, business partners and technical teams, lead design and process development, gather and define requirements, recommendations, document changes for change control purposes, design and implement solutions, and ensure user ease of adoption and will support the organization in achieving optimized transactions and processes.
- Review, test and implement bi-annual Workday/Cornerstone releases; Lead on determining impact, presenting suggested new features in detail with final recommendations to management on which to implement; participate in regression testing for new system features and communication of changes/benefits to end-users.
- Manage and execute case management tickets, as well as ongoing system enhancement tasks, including configuration and testing of changes to the Workday HCM system. Maintain master data values in Workday (ex: Job Profile, Job Family, Job Group, Roles, Custom Organization Types, Positions, and Locations).
- Continue work to develop the Talent and Performance Module and implementing the Advanced Compensation module in 2021.
- Assist with trouble shooting and resolving system issues.

Skills & Qualifications:

- A minimum of five years of relevant experience.
- Post-secondary degree in a related field.
- Experience working with cloud-based SAS HCM systems with at least 3+ years of Workday specific experience working with a variety of Workday modules.

- Comprehensive understanding of Workday for Core HCM, Learning, Timekeeping/Absence Management, Integrations.
- Experience with Workday Enterprise Interface Builder.
- Workday certifications are an asset (HCM, Advanced Compensation, Absence or Integrations).
- Knowledge of Cornerstone is an asset but is not a requirement.
- CHRP designation is an asset but is not required.