

Time, Reporting and Analytics (TRA) Manager

Position Summary

The Time, Reporting and Analytics (TRA) Manager is a strategic and hands-on role designed to provide leading payroll and time data administration in addition to reporting and analytics services to support the University of Virginia and Health System. This position is responsible for leading and overseeing all initiatives across the Time, Reporting and Analytics capabilities. Responsibilities within the TRA team include leading an agile and responsive team focused around payroll and time data management, enhanced payroll reporting and University payroll data driven analytics. In addition, this position will be a key liaison and hold a functional relationship with the IMPACT CoE and HRIS technical support, collaborate with Payroll Services leaders in leveraging optimized technology in support of high quality payroll data results, and contribute to a world class customer service experience. The incumbent will report to the Director, Payroll Services, and lead a team of time and labor, reporting and analytics specialists.

Responsibilities and Duties

- Interfaces with HR representatives across the organization to provide necessary payroll and time analytics
- Key liaison between Payroll and HR People Data and Technology for Workday reporting and analytics requirements
- Determines reporting gaps between business needs and current offerings and work with the team to create efficient and effective long-term solutions
- Collaborates with business analysts and end-users to ensure that application functionality meets client needs
- Ensure the Workday Time module meets the requirements of both the University and Health System
- Accountable for Workday Payroll systems reporting and analytics – developing of new reports, Ad Hoc requests and modifications of existing reports and analytical tools
- Oversee a Workday Time and reporting knowledge base which supports Solutions Center and Payroll CoE inquiries and training curriculum documentation
- In coordination with the IMPACT team, meet with various departments to evaluate the effectiveness of current reporting and analytic tools while developing new solutions as required
- Tests solutions, problem-solve issues, and coordinate enhancements
- Responsible for governance of policies and practices
- Drive Lean principles and waste elimination initiatives
- Key leadership member of Payroll Services special projects and key initiatives
- Employ specialized knowledge of payroll to resolve complex accounting and tax issues
- Responsible for payroll diagnostics and ongoing process improvement and knowledge base development

Functional Area Outcomes

- Provide accurate payroll data
- Deliver exceptional customer experience resulting in high customer satisfaction
- Manage responsive, accurate, and timely resolution for common payroll inquiries
- Ensure secure handling of confidential information

Knowledge, Skills and Abilities

- Experience defining analytics approach, retrieving and manipulating data needed to perform analysis
- Knowledge of Workday, Kronos, or other HR, Time Tracking, and payroll systems
- Excellent management skills and ability to plan effectively and maximize results to meet both short and long range goals and objectives
- Experience with leading teams and motivating others to maximize input and accomplish goals
- Apply sound judgment and discretion with sensitive information
- Possess a positive, team-oriented approach to service delivery

Required and Preferred Qualifications

Required Experience: 5 years of relevant experience

Required Education: Bachelor's degree

Preferred Computer Applications: Workday or other HRIS SaaS based software, Kronos, Microsoft Office

PAYROLL MARKET RANGE

Minimum: \$80,330

Midpoint: \$104,437

Maximum: \$128,523