

Time, Reporting and Analytics Associate

Position Summary

The Time and Labor Associate is a vital role designed to provide leading payroll related time and labor data including Workday reporting and analytics data for all of Payroll Services Operations in support of the University of Virginia and Health System. This position is responsible specifically for Payroll time functionality while assisting with all initiatives across the Time, Reporting and Analytics (TRA) team. The Time and Labor Associate is responsible for final time approvals in Workday, development of Workday ad hoc reports and Workday knowledge base development to support training efforts. The Time and Labor Associate identifies and recommends system solutions or improved processes to increase efficiency and overall productivity. The incumbent will report to the Manager, Time, Reporting and Analytics and will not have any direct reports.

Responsibilities and Duties

- Ensure the Workday time module meets the requirements of both the University and Health System
- Generate Workday payroll systems related reporting and analytics – developing of new reports, ad hoc requests and modifications of existing reports and analytical tools
- Maintain a Workday time and reporting knowledgebase, which supports Solution Center and Payroll CoE inquiries and training curriculum documentation
- Develop analytics to continually monitor the performance of Payroll Services Operations
- Collaborate with IMPACT during Workday system configuration events to include testing, problem solving and coordination of enhancements
- Audit time system integration data during each pay cycle
- Verify and evaluate Workday time module configurations in collaboration with the IMPACT team
- Monitor and coordinating time requirements per jurisdiction

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 functional and analytical skills and ability to plan effectively and maximize results to meet both short and long range goals and objectives
- Apply sound judgment and discretion with sensitive information
- Possess a positive, team-oriented approach to service delivery

Required and Preferred Qualifications

Required Experience: 1-2 years of relevant experience

Preferred Experience:

- Experience with Workday Payroll / Absence Management/ Time Tracking, Kronos, or a similar HRIS SaaS system
- Demonstrated strong attention to detail, analytical acumen, intellectual curiosity, creativity, a proven work ethic, and good communication skills

Required Education: Bachelor's degree

Required Computer Applications: Microsoft Office

Preferred Computer Applications: Workday, Kronos, and/or other SaaS-based HRIS software

PAYROLL MARKET RANGE

Minimum: \$36,150

Midpoint: \$46,987

Maximum: \$57,845