

Senior Payroll Business Analyst

Position Summary

The Sr. Payroll Business Analyst position is a vital role designed lead the Workday Payroll, Time Tracking, and Absence Management configuration and to provide leading business analysis services to support the University of Virginia and Health System. This position collaborates with the Payroll and HR teams to understand business requirements, develop technical solutions, and advise on changes to system configuration. The Sr. Payroll Business Analyst is also responsible for integrating and testing system configuration changes for Workday Payroll, Time Tracking and Absence Management, in addition to creating supporting documentation. The incumbent will report to the Manager, Time, Reporting, and Analytics and will not have any direct reports.

Responsibilities and Duties

- Responsible for Workday Payroll, Time Tracking and Absence Management configuration and system maintenance
- Collaborate with HR representatives and IMPACT resources across the organization to manage workflow and system enhancements
- Determine gaps between business needs and current offerings and work with the team to recommend efficient and effective long-term solutions
- Contribute in testing and quality assurance process, including executing regression testing
- Responsible for maintaining a working knowledge of current Workday functionality as well as proposed future functionality
- Create and maintain Workday Payroll, Time Tracking, and Absence Management reports and system documentation
- Manage development of design documents by collaborating with process owners, gathering business requirements, creating functional specifications, and identifying, documenting and resolving design issues
- Collaborate with developers and end-users to insure that application functionality meets client needs
- Test solutions, problem-solve issues and coordinate enhancements

Functional Area Outcomes

- Provide real-time reporting, analytics and people insights, coordinated among multiple sources, to enable informed and accelerated decision making
- Promote data consistency, accuracy, and completeness with articulated data standards
- Support Payroll and HR forecasting and predictive modeling
- Enhance automation and access across multiple devices
- Foster continuous innovation
- Practice and support agility to accommodate organizational changes and higher education dynamics

Knowledge, Skills and Abilities

- Create timely, practical and tangible solutions with limited information, in addition to making decisions during times of uncertainty
- Work in Payroll and HR systems, computer science, systems configuration, and testing

- Utilize excellent management skills to plan effectively and maximize results to meet both short and long range goals and objectives
- Manage complex projects simultaneously while working under pressure to meet deadlines
- Elicit requirements and testing
- Analyze data to draw business-relevant conclusions and data visualization techniques and tools
- Generate process documentation
- Use strong written and verbal communication skills including technical writing skills
- Use strong attention to detail, analytical acumen, intellectual curiosity, and creativity, and practice good work ethic

Minimum and Preferred Qualifications

Required Experience: 4 years of relevant experience

Preferred Experience: Experience as a BA configuring Workday's Human Capital Management (HCM) and Payroll functionality, or a similar HRIS SaaS system

Required Education: Bachelor's degree

Preferred Certifications: PPHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification

Required Computer Applications: Microsoft Office

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

PAYROLL MARKET RANGE

Minimum: \$65,790

Midpoint: \$85,533

Maximum: \$105,269