



MANAGER – WORKDAY ANALYST
FORT WORTH, TX

Background:

Founded in San Francisco in 1992, TPG has a long history of investing in change, growth, and innovation through a platform that spans a wide range of asset classes. TPG has investment and operational teams around the world and a thematic, sector-based approach focused on consumer and retail; financial services; healthcare; Industrials and business services; internet, digital media, and communications; natural resources and energy; real estate; and technology. For more information, please visit www.tpg.com.

Description of Position:

This position is a functional/technical role that will be responsible for Workday HRIS production support, interfaces, data quality, reporting, audits, and strategic projects and initiatives.

Role Responsibilities:

- Provide project and production support for Workday HR, Payroll, Benefits, Compensation and Self Service
- Assist with designing and integrating Workday payroll to Dynamics through the Workday financials subledger
- Engaging in regular audits of Workday data stores with a focus on data quality and completeness
- Anticipating and architecting the manager and employee experience in Workday
- Participate in initiatives by assisting with business requirement gathering, business process review, lead testing, training, documentation development, and business process configuration
- Manage and resolve case escalations within SLA, providing high quality and accurate solutions
- Create and maintain ad hoc reports, templates, dashboards, and metrics while adhering to internal standards to ensure reuse and maintainability
- Assist in the review, testing and implementation of system upgrades twice annually
- Configure security groups and document project requirements
- Assist with prioritization of enhancements and overall stabilization efforts
- Provide periodic training for end users on system processes and procedures
- Develop and maintain API Webservices from Workday to downstream Finance and Technology systems
- General HR support for HR, Payroll, Recruiting, and Compensation teams

Qualifications and Experience:

- 3+ years' experience with Workday HCM in a shared services environment or equivalent
- Multiple full life cycle implementation experience, global organization experience preferred
- Ability to think strategically and anticipate potential issues before they occur or escalate
- Ability to manage multiple responsibilities in a fast-moving, high-volume environment while effectively managing time, prioritizing assignments and working within deadlines
- Must be well organized with keen attention to detail and demonstrate effective follow through
- High degree of motivation and initiative to seek out additional responsibilities
- Flexibility with change and a passion for the team
- Operate with discretion and discernment when working with highly sensitive data
- Microsoft Office and advanced Excel experience required
- Bachelor's degree required