

Human Resources Information System Specialist

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Company: TransPerfect

Location: pune

Category: other-general

OVERVIEWThe HRIS is part of the Human Resources department and works closely with the HRIS team on day to day activities. This position is responsible for processing employee records in Ascent and Workday and will comply with all legal requirements related to hiring, terminations and departmental procedures including handling confidential personnel records.

As an integral part of the Human Resources department, this position will provide HRIS support in APAC region, assist with generating headcount reports and assist day-to-day

HRIS related queries

DESCRIPTIONProcess day to day daily employee transactions

including inputting/updating changes and maintaining data in WorkdayProcess and review HRIS data for employees and organizational changes; investigate and resolve data integrity

issues of HRIS systems Schedule and facilitate off boarding of staff in Workday Perform ad-

hoc reporting as required Design and distribute monthly, quarterly, year-end and ad-hoc

reportsDevelop and execute audit queries for HRIS data integrityAct as liaison with Payroll;

audit payroll submissions and changes Consult with users to develop and understanding of

business needs and support those needs using Workday and other related systems and

tools Proactively formulate ideas and recommendations for system improvements Perform

other special projects or duties when required Complete all other tasks that are deemed

appropriate for your role and assigned by your manager/supervisor **REQUIRED**

SKILLSProficient in ExcelAttention to detail, problem-solving competencies are vital Excellent

written and verbal communication skillsWorking knowledge with HRIS e.g. Ascent, ADP or

Workday preferred but not requiredStrong analytical, organizational, interpersonal, and

communication skills requiredAbility to handle sensitive information in a confidential

mannerAble to perform in a fast-paced environment while always maintaining excellent serviceAbility to work effectively across organizational boundaries and all level of employees through the organization

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