Sheridan

Senior HRIS Business Analyst (Temporary)

Faculty/Department: Human Resources	**Employee Group:** Administrative
Campus: Trafalgar (May be assigned activities at any Sheridan campus)	**Payband:** NL
Reference #: 19/A/135	**Hiring Range:** $85,631-$90,983
Application Deadline: March 20, 2020	**Application Details:** This is a temporary position that may continue until March 2022

Reporting to the HR Business Project Manager, the Senior HRIS Business Analyst is responsible for the effectiveness and efficiency of all HR, Payroll and related information systems. The incumbent provides a deep and broad expertise of HRIS, Payroll, Benefits, Pension, Time & Attendance and Performance Management business processes. The incumbent will support the inputs and outputs to ensure efficient business processes and implement design changes/enhancements.

The Senior HRIS Business Analyst leverages PeopleSoft HCM modules, and other related systems functionality to support business requirements and leads projects relating to continuous improvement initiatives, system enhancements and HR operational activities. The incumbent will also serve as subject matter expert and first line technical support, providing support to HRIS Records Analysts, HR Business Partners, Payroll and other stakeholders.

Specific Responsibilities:

- Working with IT Developers to identify enhancements and maintain productive utilization of existing systems and ensure compatibility with existing systems;
- Playing a lead role in project team and implementation of system upgrades, interfaces, performance management, paperless business processes, onboarding, benefits and time and attendance modules;
- Managing/testing confidential configurations for HR initiatives in advance of communications to College community;
- Analyzing sensitive and confidential data, translating requirements into system processes (i.e. turnover, transfers, progressive discipline, recruitment/promotional trends, and succession planning);
- Liaising with application departments (Compensation, Benefits, Payroll, Finance, Student Administration) to ensure all data table updates are complete and accurate;
- Creating and coordinating testing scripts and/or performing testing of code changes/enhancements;
- Creating and reviewing functional and technical release documentation to identify system impacts;
- Acting as project member for projects involving but not limited to benefits, compensation, finance, payroll, time and labour, performance management, learning, absence management and professional development, IT – recruitment projects and external interfaces;
- Performing root cause analysis on escalated issues and making recommendations on corrective actions required as well as process enhancements to prevent recurrence;
- Developing system and user documentation, controls and operational procedures;
- Performing advanced reporting in query, SQL, or XML code for administrative items such as strike contingency preparation, collective agreement negotiations, employee statistics, layoffs and termination, and HR planning;
- Maintaining application of specific security functions and controls based on IT Security policies;
- Investigating privacy breaches and advising on policy and processes to mitigate risks;
- Other duties as assigned.

Qualifications:

The successful candidate will possess a 4 year Bachelor's degree in the field of computer science, information technology or a related field (human resources or payroll preferred) along with a minimum of 5 years' business analysis experience within HR or Payroll (or an equivalent combination of relevant education and experience). Candidates with CHRP or CPM designation are preferred. Proficiency in PeopleSoft HCM, and\or other large HRIS software is required along with advanced Excel skills.

The successful candidate must have prior HRIS application process design, development, testing and implementation experience as well as experience as a lead resource on projects and/or experience facilitating teams. Knowledge of relational database management systems and Enterprise Resource Planning (ERP) systems is required. The candidate will possess a strong track record of understanding and interest in current and emerging technologies. Excellent team, client service orientation and communication (including presentation and training) skills are required. The successful candidate must possess demonstrated organizational skills and the ability to manage multiple projects including anticipating obstacles and developing plans to resolve. The ability to maintain confidentiality concerning sensitive issues in a professional manner is essential.

Sheridan is deeply committed to promoting diversity, advancing equity and fostering a culture of inclusion. Therefore, we invite applications from marginalized and equity-seeking groups. Persons with a disability may contact the Human Resources department to request accommodation at any stage of the recruitment process.

You may be asked to provide copies of your educational credentials at the time of interview. Upon hire, we require official confirmation of educational credentials and Canadian equivalency assessments, if applicable.

Please apply online: https://www.sheridancollege.ca/working-at-sheridan.aspx