## TRAVIS CALLOWAY

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## SystemS

## Kronos (V4, V5, V6.2, V6.3) - PeopleSoft (V6, V8, V9) - ADP Enterprise (V4,V5, V7) – ADP GL – ADP Portal – ADP iReports – ADP Vantage- Taleo (7A, 7B,12A, 13A) – SAP – Epic Clarity - Lotus Notes - Workday – WorkForce Now – eStart – LUMIN - ADPWorks - Outlook – Excel - Word - Clarity PPM

EXPERIENCE

## Implementation specialist (Contract) *ADP*

### May 2015 – MAY 2016

* Created large data conversion files for load into Vantage testing environment.
* Updated personas in Sales2UAT & worked with project management to meet deadlines.
* Updated data mapping file for future conversion use.
* Created multiple templates for data load for testing as well as to demo to potential clients in Vantage & WFN
* Implemented WFN HRIS system for 43 client sites implementing TLM & HBR.

## HRIS Analyst *Imerys*

### July 2013 – May 2015

* Responded to and resolve all HRIS and Timekeeping inquires and issues in a timely matter.
* Configured new Pay Rules or modify existing Pay Rules in Timekeeping application as needed, and work with Payroll Manager and Timekeepers to ensure accurate pay rule functionality.
* Coordinated all HRIS elements geared towards compliance with applicable Federal and State employment related laws. As well as be abreast with ACA compliance rules for employee benefit impute and HRIS functionality.
* Maintained HRIS and Timekeeping operator security access, including access for Accounting personnel in ADP GL and ADP iReports, ADP Portal, and all employees in ADP iPay.
* Solicited feedback & identify overall needs of HRIS and Timekeeping End-users., Identify & report findings, of end user needs/issues gathering and combine data from multiple sources into Excel spreadsheets..
* Implementation of ADP Enterprise V5 & Kronos V6 & worked with outside vendors to ensure seamless process.
* Monitored service levels and daily processes of the Timekeeping applications’ third party hosting vendors, including all Interfaces.
* Responsible for directing System Change Management requests from conception to testing and then to implementation and post mortem.
* Ensured effective use of the applicant tracking software, Taleo, including security access, configuration of modules, trouble shooting, adding work rules, posting jobs for recruiters, system maintenance, OBI reporting.
* Ran payroll reports, benefit reports, and personnel reports as well as on-boarded Expat H-1B visa employees
* Developed and conduct in-house HRIS and Timekeeping training programs to end-users.
* Developed and maintain up-to-date end user training manuals and materials.
* Established and maintain up-to-date HRIS functional departmental documentation, standard operating procedures, as well as a comprehensive HRIS reports library.
* Managed maintenance in Workday. Updating security levels as well as setting up TLM module, HRB module, Financial, & Talent Module. Did data mapping for TLM, HRB, Financial, and Talent modules, including integration of data files from the old WFN system to the Workday. Oversaw the implementation of WFN to Workday.

## Kronos Specialist *Koch ind.*

### Aug 2011 – July 2013

* Tested open enrollment module for KOCH Business Solutions to ensure accurate benefit information is presented.
* Utilized SAP to capture and verify employee data assuring all employee coverage is up to date and clearly understood.
* Tested Georgia Pacific module making sure all accurate information is present.
* Utilized Excel formula matrix to very rate calculations.
* Reviewed timecards to identify potential errors & develop / distribute reports requiring attention.
* Conducted payroll reconciliation ensuring hours submitted through Kronos match hours paid.
* Managed the creation & on-going administration of Hyperfind Queries and Workforce Genies in Workday.
* Developed & deliver Kronos training for facility Supervisors & Human Resources.
* Conducted thorough testing on new policies / configuration, attendance, and/or accrual modules.
* Assisted team during new implementations, transitions, and enhancements for our current locations to gain a better understanding of the training approach that would be best suited for that location.
* Identified new and update current metrics to help drive process improvements.
* Continually evaluated, identify, & execute continuous process improvement while driving toward common business goals, practices and policies.

## Human Resources Manager R*escare*

### OCT 2008 – AUG 2011

* Maintained PeopleSoft personnel files of company employees resulting in accurate records.
* Abreast employees of current HR policies & updates ensuring government compliance.
* On-boarding & off-boarding of US & Expat employees, organizing open enrollment, and employee training, processed H-1B Visa employees.
* Composed all correspondence from HR to employees resulting in company accuracy.
* Processed payroll ensuring accurate pay information entered and distributed.
* Conducted background checks to ensure proper candidate selection.
* Interviewed potential candidates for open positions.
* Writing PeopleSoft Queries & administering Telo, including security access, configuration, & running reports.
* Administered access to Workday for absence & compensation management
* Counseled supervisors on HR policies, Employment Laws, Employee Issues, & ACA Compliance.

## Human Resources Generalist *The Home Depot*

### FEB 2004 – OCT 20008

* Updated employee personnel files for all 2,248 Home Depot Stores per management request in PeopleSoft
* Assisted with the On-boarding process of 200 employees weekly and processed H-1 Visa & Expat employees
* Internal/External HR Communications to assure accurate and up to date information to a staff of 90 and to 1,000 stores.
* Processed STD, LTD, and FMLA paperwork ensuring accurate information is documented per federal regulations.
* Running PeopleSoft reports & working with outside vendors to ensure seamless troubleshooting.
* Re-processed lost payroll checks ensuring no overpayments are made.
* Composed Training Materials for 500 employees.
* Internet job posting and interviewing potential candidates to ensure proper staffing needs are met.

**EDUCATION**

Georgia State University

**REFERENCES**

JAMES WHITE, *HCM STRATEGY ADP 615-800-9638*

TRACI HUMPHREY, *COMPENSATION & SYSTEMS MANAGER IMERYS 404-900-2284*

SHUNTÁ SWIFT, *HRIS MANAGER KOCH IND. 404-312-9750*

SHERIKA KEITH, *DIST. HR MANAGER RESCARE 678-596-4243*

ERIC COONS, *HR MANAGER THE HOME DEPOT 678-315-2593*