

## Ceridian Dayforce HRIS Analyst

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Company: Flex-N-Gate Corporation

Location: McCalla

Category: other-general

Flex-N-Gate is a leading manufacturer and supplier of components for the automotive industry, recently ranked 10th of the 150 Top North American Suppliers in “Automotive News.” A growing and vital company, Flex-N-Gate provides a great opportunity for hard-working and skilled individuals.

## **Scope of the Position**

Reporting to the Director of HR Systems - Global; the Ceridian HRIS Analyst will be integral to the successful implementation, configuration, and integration of the Ceridian Human Resources Information System (HRIS). As a Ceridian HRIS Analyst, you will work closely with Corporate and local HR and Finance departments to ensure the seamless integration of Ceridian's HRIS solutions, aligning with business needs and optimizing HR processes. Thereafter, the Ceridian HRIS Analyst will be responsible for the ongoing system administrative support of HR Systems, and users. This is a corporate position with a national Mexico and a southern USA scope.

## **Responsibilities**

### Implementation:

Collaborate with stakeholders to gather and analyze business requirements for the Ceridian HRIS implementation.

Execution of Ceridian HRIS implementation projects, ensuring adherence to project timelines and milestones.

Configure Ceridian modules and functionalities to align with HR processes, including payroll, benefits administration, onboarding, and more.

Provide training and support to internal teams and clients during the implementation phase.

Address technical challenges and provide solutions to ensure a successful and smooth implementation experience.

### Configuration:

Work closely with corporate and local departments to understand their unique HR processes and configure the Ceridian HRIS system to optimize workflow efficiency.

Customize Ceridian settings, forms, templates, workflows, and user interfaces to meet specific HR needs.

Provide guidance on best practices for configuring the Ceridian HRIS system.

### Integrations:

Design and implement integrations between Ceridian and other HR, accounting, or relevant software systems, utilizing APIs and middleware.

Collaborate with technical teams to troubleshoot integration issues, conduct testing, and ensure data accuracy during integrations.

Manage the deployment and ongoing maintenance of integrations and version updates to ensure seamless data flow.

#### Data Management and Reporting:

Generate custom reports and dashboards using the Ceridian HRIS system's reporting tools to provide actionable insights to stakeholders.

Ensure data security and compliance by adhering to data protection and privacy regulations.

Maintain the confidentiality of personal employee information, Company information, records and statistics, and related issues in accordance with all the applicable laws and policies.

#### User Support and Training:

Provide user support for Ceridian HRIS-related inquiries, troubleshooting technical issues.

Train end-users and internal teams on utilizing the Ceridian HRIS system effectively, including navigating the interface and utilizing features.

#### Continuous Improvement / Post-Implementation Responsibilities:

Collaborate with vendors and internal teams to provide feedback for the enhancement of Ceridian HRIS capabilities.

Participate in the implementation of Human Resources Systems at the facilities.

Partnering with internal Corporate HR Systems staff to do testing of the Ceridian system during the Mexico implementation project.

Ongoing configuration and administration of the Ceridian system beyond the implementation projects.

Provides end-user support and training to HR system users.

Required to occasionally travel to various facilities as directed.

Perform additional assignments per manager's direction.

## **Qualifications**

Bachelor's degree in Human Resources, Information Technology, Business Administration, or related field.

Proven experience in HRIS implementation, configuration, and integrations, preferably

with Ceridian an asset.

Strong technical proficiency, including familiarity with HRIS systems, databases, APIs, and PowerBI.

Human Resources or Payroll practitioner experience an asset, but not required.

Excellent problem-solving skills and the ability to troubleshoot technical issues independently.

Strong organizational skills to manage multiple tasks and priorities simultaneously.

Certifications in HRIS or related areas are a plus.

System experience a benefit in any of the following; RPM, ADP, iCIMS, Momentum, Cornerstone, Microsoft Office.

Enthusiasm for challenge and new initiatives.

Working or conversational proficiency in Spanish an asset.

Ability to occasionally travel as needed, including to Mexico and Canada.

Possess a valid driver's license.

## Benefits

Medical, dental, prescription, vision, life and disability insurance; and a flexible spending account

401(k) retirement savings plan with company match

Extensive safety training, new hire orientation, continuous learning and development programs and tuition reimbursement

Paid holidays and vacation time

What do our employees have to say?

“It engages you professionally, and provides learning opportunities.”

“Lots of growth opportunity.”

“The company’s young enough to be exciting, but old enough to be stable.”

Not just a job—a great place to work!

Flex-N-Gate is an equal opportunity employer. EOE/Minorities/Females/Veterans/Disabled.

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