

Kronos Functional Analyst (Entry Level)

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Company: Boscov's Department Store, LLC

Location: Reading

Category: sales-and-related

Boscov's Kronos Functional Analyst (Entry Level)

This is an exciting opportunity for an entry-level professional to begin an enjoyable career in Human Resources Information Systems and workforce management. The ideal candidate will have room for professional growth by mastering the full capabilities of the Kronos platform through on-the-job learning, training and project-implementation work.

As part of a fast-paced, dynamic Corporate Human Resources team, you will work collaboratively with the functional business units and end users to maintain the UKG Pro Workforce Management (formerly Workforce Dimensions) system.

Boscov's is a chain of full service department stores serving the total family needs of our customers. For over 100 years, Boscov's has been known for its great values and famous brands, and for offering a broad selection of quality merchandise in its stores and online.

Job Responsibilities

System Maintenance Responsibilities:

Process updates to Business Structure and applicable CRTs to ensure accurate flow of information into Workforce Management Pro

Work collaboratively with Payroll and HR teams to ensure accuracy of data and processes

Configure and maintain employee schedules, shifts, accruals in Kronos

Process on and off-boarding for new hires and terminations

Escalate issues to other team members and/or HR leadership when needed

Serve as backup to HR offices for timekeeping & scheduling responsibilities

Technical/Analysis Responsibilities:

Serve as point of contact to manage and resolve issues in WFM Pro

Troubleshoot and enter tickets for any technical issues with KGS

Assist in review, testing and implementation of system updates & modules

Provide support for system, including researching and resolving problems, performing scheduled activities

Write, maintain and support reports/queries using reporting tools

Assists in development of standard reports for ongoing needs

Generate workforce metrics and labor analytics reports

Maintain awareness of trends and technologies related to workforce management

Work with Oracle HCM Analyst to ensure appropriate integration of systems

Training/Education Responsibilities:

Perform time & attendance audits to identify and resolve timecard exceptions

Provide frontline support to resolve timekeeping issues

Work with HR team to train new team members and assist in ongoing education

Create and maintain admin and end user instructional materials

Qualifications

Bachelor's degree in field such as Business Management, Computer Science, HR, preferred

Proficiency in Microsoft Excel, pivot tables and data analysis

Detail oriented for accurate data maintenance

Fast learner with strong problem-solving abilities

Effective communication and customer service mindset

Willingness to develop technical and functional UKG expertise

Previous Kronos Workforce Dimensions experience a plus

Experience with confidential HR/Payroll information

Excellent collaboration and process improvement skills

Able to thrive in a fast-paced environment and meet deadlines

Benefits

We believe in taking care of our co-workers to the best of our ability, and that's why we provide a competitive compensation and benefits package

Medical/ dental/ vision insurance

Company Paid Life Insurance

Voluntary STD/LTD

401k with Employer match

Weekly Pay

Paid vacations and personal days

Work where people love to shop!

Equal Opportunity Employer

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