

https://intscanada.com/job/dayforce-analyst/

# Dayforce ? ? ? Dayforce Analyst

# **Description**

HTS Engineering Ltd. is the largest independent commercial HVAC manufacturers' rep in North America, with 20 locations in the US and Canada. HTS has a vibrant look and brand promise — one that reflects our company-wide commitment to ensure the individual success of all those involved in a project's HVAC system selection, design, purchase, installation and maintenance including our employees, suppliers, customers and end users.

HTS prides itself on its commitment to providing its employees with a flexible and accommodating work environment. We prioritize the well-being of our employees and are committed to creating a work environment where everyone can thrive.

## **Position Overview:**

Reporting to the CFO, your position as a Dayforce Analyst entail managing the configuration, maintenance, and continuous enhancement of our Ceridian Dayforce HCM system. You'll work closely with business divisions to understand their needs, translate them into effective system solutions, and ensure the seamless operation of Dayforce modules.

#### **Responsibilities: System Configuration and Management:**

- Configure and maintain Dayforce modules (HR, Payroll, Time and Attendance, Benefits, etc.) to align with business requirements.
- Act as a subject matter expert (SME) on Ceridian Dayforce, staying updated on all features/functions.
- Design and deliver innovative processes, tools, and reporting to address evolving business needs and drive additional value.
- Ensure compliance with data protection regulations and implement data security measures.
- Identify improvement opportunities, recommend solutions, and implement enhancements based on findings.
- Investigate system issues and liaise with external vendors for issue resolution and escalation.

#### **Project Leadership and Documentation:**

- Lead Dayforce implementation projects, including system configuration, data migration, testing, and training.
- Coordinate and participate in testing and quality assurance activities for application releases and updates.
- Collect, design, document, build, test, and deploy technical integrations using XML/XSLT.
- Create and maintain comprehensive documentation for assigned applications, including user manuals, technical guides, and knowledge base articles.

# Stakeholder Collaboration:

· Collaborate with business stakeholders to understand requirements,

Date posted 2023[]10[]23[]

translate them into technical specifications, and ensure applications meet their needs

 Coordinate with vendors for application support, manage service level agreements, incident resolution, and contract negotiations.

#### Qualifications:

- Bachelor's degree required Computer Science, Information Systems,
  Operations, or other technology specific field.
- 3+ years of Human Capital Management (HCM) implementation experience (Dayforce experience is preferred however similar solutions such as UKG, ADP, etc. will also be considered)
- Well-developed root-cause analytical skills with the ability to configure and troubleshoot issues and defects.
- Strong project management skills, including the ability to manage multiple projects concurrently.
- Ability to work collaboratively in a team and independently.
- · Certifications in Ceridian Dayforce HCM is a plus.

## Position Reports to: CFO

## We Offer

- Competitive wages
- · Opportunity to grow within the company.
- Training
- Employee recognition awards

## Top benefits or perks: As a member of HTS Engineering, you'll enjoy:

- Company events
- Incentive trips (meeting yearly sales targets)
- Comprehensive benefits package, including health, vision, EAP, and dental insurance.
- · Paid time off
- · On site parking

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, HTS Engineering is an equal opportunity employer. We are committed to a workplace of diversity and inclusion. HTS encourages applications from all candidates that represent the full range of communities across Canada. All qualified applicants will be considered for employment without discrimination on the basis of race, colour, age, religion, sexual orientation, gender identity, disability, national or ethnic origin or any other factors prohibited by law. Accommodations are available upon request, for all aspects of the recruiting process and thereafter.