

Cooper Daniels

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SUMMARY

Workday functional engineer with seven years of HR technology experience and more than five years configuring HCM, Recruiting, Compensation, Benefits, Time Tracking, and Performance Management. Leads discovery, configuration, testing, release readiness, **production support**, and stabilization for enterprise HR platforms serving approximately 9,000 employees. Builds business processes, **condition rules**, **calculated fields**, **custom reports**, security changes, EIB data loads, and practical documentation. Partners with product owners, HR leaders, engineers, and business users in agile delivery settings. Workday Pro certified in HCM, with a steady focus on maintainable design, reliable operations, clear communication, and useful automation. Brings disciplined troubleshooting and release judgment that can support dependable HR technology and better employee experiences.

EXPERIENCE

Senior Workday Functional Engineer

March 2024 - Present

Lakeview Insurance Group

Columbus, OH

Owns functional design, configuration, release readiness, and production stability for **Workday** capabilities supporting approximately 9,000 employees across corporate and field operations. Partners with HR operations, **product owners**, engineering teams, and business stakeholders from discovery through validation.

- Configured **Workday HCM** and **Recruiting** processes for 9,000 employees, strengthening consistent employee transactions.
- Redesigned compensation approvals with HR operations, removing duplicate routing while preserving security controls.
- Reviewed Workday releases in preview tenants, directing regression tests and practical adoption decisions.
- Diagnosed production issues across security, reporting, data, and configuration through reproducible test scenarios.
- Created **configuration workbooks** and support guides, giving teams durable records for platform changes.
- Translated HR policy changes into calculated fields, condition rules, validations, and custom reports.
- Guided requirements from refinement through production validation, building confidence among product owners and **HR partners**.

Workday Functional Engineer

June 2022 - February 2024

Meridian Health Services

Cincinnati, OH

Delivered Workday configuration, reporting, **security**, data loading, and testing for a multisite workforce. Worked in two week agile iterations with product partners, HR subject matter experts, and support teams to improve platform reliability and user outcomes.

- Configured **HCM**, Benefits, Recruiting, and **Time Tracking** changes within two week agile iterations.
- Built **calculated fields** and custom reports, replacing manual spreadsheet assembly for workforce decisions.
- Validated role based **Workday Security** permissions with control owners before production migration.
- Loaded worker and organizational data through existing EIBs, reconciling results before business signoff.
- Facilitated HR testing by converting policy scenarios into cases and resolving defects before releases.
- Explained complex Workday behavior to users, turning recurring questions into repeatable **support guidance**.
- Served as escalation contact for configuration issues, helping support teams move problems through resolution.

HRIS Analyst, Workday

August 2020 - May 2022

Granite Ridge Manufacturing

Dayton, OH

Supported **Workday HCM** and **Compensation** for approximately 4,500 employees, combining configuration maintenance, reporting, testing, ticket investigation, and documentation. Converted HR operations needs into controlled changes that improved consistency across worker lifecycle processes.

- Maintained supervisory organizations, staffing rules, compensation components, and worker lifecycle configuration.
- Developed **calculated fields** and operational reports for headcount, job changes, and compensation reviews.
- Reproduced production tickets in lower environments, tracing dependencies before validated change control.
- Prepared tenant update scripts and regression scenarios for core worker events and release reviews.
- Documented requirements with analysts and functional owners, improving clarity before configuration work began.
- Created reference guides that gave HR operations consistent answers for recurring **Workday** maintenance.
- Supported data quality checks that helped leadership review workforce information with greater confidence.

HR Systems Analyst

October 2019 - July 2020

Prairie State Retail

Indianapolis, IN

Supported early Workday adoption through worker data validation, recruiting transactions, reporting, controlled configuration, scripted testing, and production ticket triage. Built practical documentation that helped move implementation work into steady state HR systems support.

- Validated employee and organization data during conversion cycles, escalating exceptions before deployment.
- Created foundational **Workday** reports and **calculated fields** under senior engineer review for staffing needs.

- Tested hire, transfer, **compensation** change, termination, and recruiting workflows with reproducible defect steps.
- Triaged tickets across data, access, configuration, and training, routing each request to its resolver.
- Maintained process notes, data dictionaries, and **test evidence** for implementation readiness.
- Supported worker data and recruiting transactions during an early Workday adoption program.
- Recorded configuration observations that helped senior engineers resolve user questions faster.

PROJECTS

Workday Release Readiness Program 📅 2025

Small release choices can prevent large operational disruptions. Built a repeatable preview review approach covering feature research, regression testing, stakeholder decisions, evidence capture, and post release support guidance.

HCM Data Load Control Framework 📅 2023

Reliable data begins before a file reaches a tenant. Structured EIB reconciliation steps for worker and organizational loads, linking source checks, exception review, business signoff, and deployment evidence.

LEADERSHIP & AWARDS

- Workday Pro HCM certification recognized advanced functional configuration capability in 2025.
- Selected as a trusted escalation resource for complex Workday behavior, security, reporting, and production issues.
- Recognized by HR and engineering partners for clear documentation and dependable release testing.

EDUCATION

Bachelor's Degree in Information Systems

Indiana University Indianapolis GPA: 3.7

2019

Indianapolis, IN

Coursework: *Systems analysis, database management, business process design, project management*

CERTIFICATIONS

- Workday Pro HCM 📅 2025
- Workday Reporting Fundamentals 📅 2023

TECHNICAL SKILLS

- **Workday Modules:** HCM, Recruiting, Compensation, Benefits
- **Workday Workforce:** Payroll, Time Tracking, Performance Management
- **Workday Configuration:** Business Processes, Condition Rules, Validations
- **Workday Reporting:** Custom Reports, Calculated Fields, Workday Reporting
- **Workday Security:** Domain Security, Business Process Security, Role Based Access
- **Workday Data Loading:** EIBs, HCM Data Loads, Worker Data
- **Release Management:** Preview Tenants, Regression Testing, Release Reviews
- **Production Support:** Issue Triage, Root Cause Analysis, Defect Resolution
- **Agile Delivery:** Backlog Refinement, Sprint Planning, User Acceptance Testing
- **HR Process Design:** Workflow Redesign, Approval Routing, Process Automation
- **Documentation:** Configuration Workbooks, Test Evidence, Support Guides

SKILLS

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|----------------|----------------------------------|---------------------|---------------------------------|
| • Workday HCM | • Payroll concepts | • Calculated fields | • Enterprise Interface Builders |
| • Recruiting | • Time Tracking | • Custom reports | • HCM data loads |
| • Compensation | • Performance Management | • Workday Reporting | • Production support |
| • Benefits | • Business process configuration | • Workday Security | |

PROFESSIONAL AFFILIATIONS

- Workday Community member, sharing practical perspectives on HCM configuration and reporting.
- HR Open Standards community participant, connecting platform work with better HR data practices.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST