

Zane Rich

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SUMMARY

Senior HR systems professional with five years delivering Workday centered solutions across Core HCM, Absence, Time Tracking, Recruiting, Talent Management, reporting, and connected HR applications. Translates HR operating needs into functional requirements, practical configurations, test scenarios, and release decisions that protect downstream payroll and workforce data. Leads discovery workshops, process analysis, impact reviews, user acceptance testing, regression validation, production troubleshooting, and documentation with HR leaders, integration specialists, payroll partners, talent teams, and business stakeholders. Workday HCM Core Certification supports disciplined solution design and platform governance. Experience includes support for organizations serving 1,800 to 4,500 workers, with a steady focus on clear communication, dependable delivery, user experience, and measurable operational improvement.

EXPERIENCE

Senior HR Systems Analyst

Redwood Workforce Technologies

July 2024 - Present

Denver, Colorado

- Owns Workday enhancement delivery for a 4,500 employee services organization, guiding requirements, configuration, testing, release readiness, issue resolution, and coordination with HR, payroll, integration, and talent stakeholders.
- Converted HR stakeholder needs into Workday requirements, configuration plans, and test scenarios for Core HCM enhancements.
 - Validated Absence and Time Tracking eligibility rules against downstream payroll impacts before production releases and policy changes.
 - Led Recruiting and Talent Management workshops, documenting decisions and presenting practical options to HR product owners.
 - Reviewed worker, position, and organization interface impacts with integration specialists, reducing avoidable deployment defects.
 - Established regression test packs for recurring Workday releases and high risk configuration changes across HR operations.
 - Resolved production issues across security, business processes, reporting, and worker data through end to end dependency tracing.

HRIS Analyst

Summit HR Platforms

January 2023 - June 2024

Fort Collins, Colorado

- Supported Workday Core HCM and Recruiting for a multi state employer, managing configuration intake, reporting, requirements, testing, incident analysis, release readiness, and contingent workforce processes.
- Managed Workday configuration requests from intake through testing, documentation, approval, and release readiness for HR partners.
 - Built operational Workday reports covering staffing, worker status, supervisory organizations, and recruiting activity for business reviews.
 - Translated Absence policy language into configuration specifications reviewed by senior solution architects before implementation.
 - Executed functional and regression testing, documented defects, and validated corrections with business users before deployment.
 - Investigated workflow incidents through business process history, calculated fields, security access, and integration touchpoints.
 - Supported VNDLY connected contingent workforce processes by clarifying worker lifecycle requirements and escalating integration dependencies.

HR Systems Specialist

Blue Mesa Business Services

October 2021 - December 2022

Colorado Springs, Colorado

- Maintained Workday Core HCM operations for approximately 1,800 workers, supporting configuration, onboarding, Recruiting, reporting, testing, documentation, and coordination with technical partners.
- Maintained employee, organization, position, and business process configurations supporting HR operations for approximately 1,800 workers.
 - Documented onboarding and worker change requirements through process maps and acceptance criteria guiding configuration updates.
 - Resolved Recruiting routing and data quality issues while maintaining consistent HR operating procedures and user support.
 - Prepared test data and executed user acceptance testing for quarterly enhancements with technical partner coordination.
 - Produced recurring and ad hoc HR reports, validating source data and explaining report logic to operations leaders.
 - Created support documentation and configuration notes that improved handoffs across HR operations, application support, and integration teams.

PROJECTS

Workday Release Validation Program 📅 2025

Built a shared validation approach with HR operations and technical partners. Teams used repeatable regression packs to review high risk configuration changes before release, creating clearer ownership and calmer production support.

LEADERSHIP & AWARDS

EDUCATION

Bachelor's Degree in Information Systems

University of Colorado Denver GPA: 3.8

Coursework: Human resources systems, database management, business analysis, systems design

2021

Denver, Colorado

TECHNICAL SKILLS

SKILLS

PROFESSIONAL AFFILIATIONS

LANGUAGES

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST