



Join a high-performing group with a purpose: to grow a safer, cleaner, healthier future for everyone, every day.

We are hiring for **People Platform Analyst** in **Halma India**

Location	Business Unit	Report to
Remote	Head Office	People Platform Director

About us

Halma is a global group of life-saving technologies companies, driven by a clear purpose. We are an FTSE 100 company with headquarters in the UK and operations in 23 countries, including regional hubs in India, China, Brazil, and the US

Our diverse group of nearly 50 global companies specialise in market leading technologies that push the boundaries of science and technology.

For over 50 years, the combination of our purpose, strategy, people, DNA and sustainable business model has resulted in **record long-term growth in revenues and profits and an increase in dividend by ≥ 5% every year**– an achievement unrivalled by any company listed on the London Stock Exchange.

Halma India fulfils the potential of the region by harnessing the diverse talents, expertise, infrastructure, and operational

We have a team of over 250 professionals representing commercial, digital and support functions across our seven offices in India, two in Bengaluru and one each in Delhi, Mumbai, Thanjavur, Vadodara, and Ahmedabad.

Halma India is a Great Place to Work® certified organisation, recognised for 3 consecutive years.

Here's why working with us is fulfilling:

We offer a safe and respectful workplace, where everyone can be who they 'REALLY' are, feel free to bring their whole selves to work and use their unique talents, knowledge, expertise, experiences, & backgrounds to create meaningful outcomes.

We nurture entrepreneurial spirits and empower them to think beyond the possibilities, to discover, shape and build their own unique stories. Our diverse businesses and operations provide fulfilling opportunities to grow as individuals and make an impact.

We are simple, humble and approachable, and we believe in leadership at all levels to bring our purpose to life. Everyone at Halma India makes an impact, and so do you when you join us!

Halma India is an equal opportunity employer, which means the base of our recruitment decisions is always on skills, competencies, attitudes, and values. We are committed to hiring from diverse backgrounds without regard to age, ethnicity, religion, marital status, disability status, sex, gender identity, or sexual orientation.





Detailed job description

**Position Objective
(The purpose of role in current business/market scenario)**

This position will work with people platform BAU to determine best-fit solution and deliver solutions in-line with customer expectations. The position will support to enable Halma’s Digital Growth Engine by delivering quality technology solutions to meet the critical business needs of our companies.

The position will work with Halma companies to understand and document company requirements. Perform hands-on Absence configuration and It will facilitate user acceptance testing with end-user teams and performs testing were applicable.

Responsibilities (KRAs / deliverables / job expectations)

- Serve as the primary Workday U.S. Payroll configuration, Absence, Core HCM analyst for system updates, maintenance, and enhancements.
- Analyze business requirements and translate them into system configuration and design.
- Configure, maintain, and troubleshoot Workday U.S. Payroll, Absence, Core HCM analyst modules in alignment with regulatory and organizational requirements.
- Support payroll integrations with third-party vendors (e.g., tax agencies, benefits providers, banks).
- Develop user guides and training materials tailored to Workday Payroll, Absence, Core HCM analyst end-users.
- Perform root cause analysis of payroll issues and lead resolution efforts.
- Coordinate and execute end-to-end testing for Workday Payroll enhancements and updates.
- Participate in Workday biannual release management with a focus on payroll feature updates.
- Ensure all payroll, Absence, Core HCM analyst-related configuration and documentation are kept current and audit-ready.
- Collaborate with People Platform and Global Talent & Culture teams to support payroll, Absence, Core HCM analyst operations in a scalable, repeatable way.
- Act as a member of the change control committee. Will ensure changes are properly logged with documentation that fully describes the request. Adheres to all change board policies and procedures.

**Critical Success factors
(critical / high impact aspects of role)**

- Will work to integrate acquired companies onto Halma’s people platform and play a role in improving the integration tools and processes, ensuring they are repeatable and optimized.
- Stay up to date with platform functionality through continuous learning.
- Strong presentation and communication skills. Has a knack for making the complex simple when explaining technical concepts. Must have a knowledge transfer mindset.
- Support Halma’s Digital Growth Engine enabler by delivering quality technology solutions to meet the critical business needs of our companies.
- Be an active member of the Global Talent & Culture team and be engaged in our local Halma Hub meetings and talent updates. Halma Hubs support our 40+ operating companies to grow their business in the local market.

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<p>Academic qualification</p>	<ul style="list-style-type: none"> • Bachelor's degree preferred or equivalent work experience. • Workday certification a plus.
<p>Experience (exposure)</p>	<ul style="list-style-type: none"> • 3-4 years of work experience with Workday or other HRIS platform.
<p>Key attributes (critical functional competencies)</p>	<ul style="list-style-type: none"> • Maintains high level of confidentiality. • Excellent organizational and time management skills and attention to detail. • Process improvement mindset and creative problem solver. • Strong orientation towards continuous learning. • Familiarity with HCM Core, Business Process Framework, HCM Reporting, and Security HR platform principles.
<p>Competencies (fundamental skills and attitudes)</p>	<ul style="list-style-type: none"> • Time Management • Detail oriented and organized • Analytical skills • Strong conceptual understanding • Effective communication and interpersonal skills • Interest in understanding people

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