



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

We are hiring for **Specialist- Talent Engagement (Workday)** in **Halma India**

Location	Business Unit	Report to
Bengaluru	Halma Core	Senior Manager -Talent & Culture

## 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 CERTIFIED AS A GREAT PLACE TO WORK.

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)

To support and manage Workday HCM from a functional and process perspective by ensuring HR processes are implemented across the employee lifecycle, HR users are supported effectively, data is accurate, and Workday is used in the best possible way without heavy technical involvement.

### Responsibilities (KRAs / deliverables / job expectations)

- Maintain employee data and ensure 100% compliance in Workday
- Handle all incoming queries with regards to the data entry and accuracy of the data.
- Implement the required employee lifecycle processes in Workday HCM, from hiring and onboarding to job changes, salary updates, leave, and exit processes, making sure all actions follow company HR processes and approvals.
- Understand the HR requirements and problems, clearly explain how these can be handled in Workday, and share the functional needs with the Workday implementation team.
- Represent the HR users and Workday support/technical teams to liaison both sides to implement the existing processes without doing complex technical work.
- Check that Workday HCM setups and processes make sense from a business point of view, and that employee data, job structures, and approval flows are working correctly.
- Help with testing Workday HCM processes by creating extensive use cases, supporting UAT, checking end-to-end scenarios, and confirming that HR activities work as expected.
- Provide daily support to HR users by resolving issues related to employee data, approvals, or process errors, and guiding users on the effective way to use Workday.
- Work on creating EIB files for mass upload of the data.
- Support HR operations during important activities like mass employee updates, policy changes, or system updates, ensuring minimal disruption.
- Create and update basic documents and guides that explain Workday HCM processes in simple language for HR / business users.
- Make sure employee data is accurate and compliant with company policies, and support audits by explaining how Workday HCM processes work
- Design and implement the employee life cycle processes by working with functional leads and technical teams.

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

- Workday HCM employee lifecycle processes (hire to exit) are implemented smoothly with minimal rework.
- Testing and UAT are completed thoroughly, ensuring changes do not impact HR operations.
- Documentation and process knowledge are up to date and easy for HR teams to follow.
- Continuous improvements are identified and implemented to simplify HR processes.

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<b>Academic qualification</b>	<ul style="list-style-type: none"> <li>Graduation in any field and PG/MBA in Human Resources.</li> </ul>
<b>Experience (exposure)</b>	<ul style="list-style-type: none"> <li>Total Experience of 4-7years</li> <li>Understanding of HR processes of onboarding, offboarding and payroll components</li> <li>Clear knowledge about the India salary structure</li> <li>Prior experience in handling payroll integration with external payroll partners like Dayforce, ADP etc.</li> </ul>
<b>Competencies (fundamental skills and attitudes)</b>	<ul style="list-style-type: none"> <li>Customer-focused approach</li> <li>Strong Inter-personal skills</li> <li>Stakeholder management &amp; Influence</li> <li>Planning and organising skills</li> <li>Flexibility</li> <li>Confidentiality</li> <li>Quality and detailed oriented</li> <li>Mature and good emotional quotient</li> </ul>

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