



Title: **HRIS Implementation Specialist I**

Location: Any Location/Hybrid/Remote

### **JOB SUMMARY**

The **HRIS Implementation Specialist I** is responsible for supporting the implementation of Human Resources (HR) policies and workflows within the UKG Ready platform. This individual will assist clients with setting up and customizing key HR functions, including custom forms, checklists, certifications, training records, and benefit plans.

### **JOB DUTIES**

- Assist in the configuration and deployment of the HR module in the UKG Ready platform
- Create and customize electronic forms, checklists, and workflows for new hire onboarding, offboarding, and other HR processes
- Build out and maintain client-specific tracking tools within the platform for certifications, training completion, education, and company property
- Configure basic benefit plans, eligibility rules, and open enrollment setup
- Lead client one-on-one training as applies and support the client in utilizing additional training resources available.
- Participate in internal project meetings and contribute to the successful and timely delivery of implementation tasks
- Document project progress and assist in updating internal records and templates
- Collaborate with other implementation team members to ensure seamless integration with payroll and timekeeping modules as needed
- Maintain a high level of client satisfaction through professional and proactive communication
- Participate in training sessions to build expertise in the UKG Ready platform and implementation methodology
- Creating and maintaining project timelines, assisting clients in staying on track to meet deadlines.

### **REQUIRED EXPERIENCE / QUALIFICATIONS**

- Basic understanding of HR functions such as onboarding, benefits, training, and employee recordkeeping
- Strong attention to detail and ability to follow standardized configuration practices
- Comfortable learning and navigating cloud-based HR systems (HRIS)
- Effective verbal and written communication skills, especially in a virtual training environment
- Strong organizational and time management skills
- Ability to work remotely and manage multiple client tasks simultaneously
- Ability to work independently and manage priorities in a fast-paced project environment

### **PREFERRED EXPERIENCE / QUALIFICATIONS**

- Associate's degree or coursework in Human Resources, Business Administration, or related field
- Exposure to or experience working with UKG Ready (formerly Kronos Workforce Ready) or another HRIS platform
- Customer service or client-facing experience in a technology or HR environment
- Interest in pursuing a long-term career in HR systems or implementation

**TECHNICAL SKILLS**

- MS Office/Windows
- UKG Ready experience
- Zoom Phones and Meetings
- Smartsheet