

Erica Johansson

WORKDAY ANALYST

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SUMMARY

Workday Analyst with 4 years on Workday HCM, Compensation and Benefits, now for a 7,000-employee outdoor retailer in Seattle. Maintains business processes and security groups, builds Workday reports and dashboards, and supports annual merit and open enrollment cycles with careful testing and attention to detail.

EXPERIENCE

Workday Analyst

05/2024 - Present

Puget Sound Outfitters

Seattle, WA

Outdoor retailer with 7,000 employees across 90 stores.

- Configure compensation plans and merit templates for an annual cycle covering **7,000** employees and \$14M in increases.
- Maintain 40 business processes and 25 security groups, applying approved changes within 2 days.
- Build 45 Workday reports and 6 dashboards for store operations and HR business partners.
- Test benefit plan and rate changes with 12 carrier feeds before each open enrollment.

HR Operations Analyst

08/2022 - 04/2024

Cascade Freight Lines

Kent, WA

Trucking company with 2,400 drivers and staff.

- Processed **600** Workday transactions a month for hires, promotions and terminations.
- Audited driver license and medical card records for 2,400 workers each quarter.
- Answered 50 manager questions a week on Workday self-service steps.
- Wrote 15 job aids that cut repeat how-to tickets by 30%.

People Operations Intern

06/2021 - 09/2021

Lake Union Software

Seattle, WA

Summer internship during a Workday HCM implementation.

- Updated **1,000** employee records ahead of the Workday go-live.
- Built an onboarding tracker for 85 summer hires.
- Logged 200 data conversion defects for the implementation team.

SKILLS

Workday HCM

Business Processes

Security Groups

Workday Reports

Dashboards

Compensation

Benefits

Open Enrollment

Attention to Detail

Communication

EDUCATION

Bachelor of Arts

06/2022

University of Washington

Seattle, WA

Business Administration

CERTIFICATES

Workday Pro Compensation

02/2026

Workday