

Timekeeping System Administrator

Department: Human Capital & Talent

Organizational Relationship: Reports to the Senior Manager of HR Systems and Operations

FLSA Status: Exempt

Last Updated: April 18, 2024

General Summary:

The Global HR Kronos Timekeeping System Administrator leads the configuration/customization and maintenance of the timekeeping system to suit firm policies and processes. The Administrator evaluates the use of the timekeeping system on a regular basis to identify areas where the system or processes can be improved and will work directly with the Senior Manager of HR Systems and Operations to deliver on identified solutions.

Essential Duties and Responsibilities:

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Leads system upgrades from discovery, construction build and testing, in addition to cutover activities for all future implementations
2. Ensures system set-ups are properly maintained and updated in line with the firm’s timekeeping needs
3. Identifies system improvements and enhancements and leads the execution of delivering on identified solutions
4. Develops and supports additional timekeeping modules such as data integrations, mobile applications and timecard machines
5. Raise problems and assists with resolving application issues with system vendor
6. Defines and creates reports through analytics or data views
7. When necessary, works with firm technology team and time and attendance vendor to resolve technical issues
8. Informs Senior Manager of HR Operations and Systems of complex and/or escalated matters, including matters that require immediate attention or decision making from leadership
9. Completes special projects regarding various matters as directed by the Senior manager of HR Operations and Systems
10. Collaborates and maintains strong relationships with stakeholders, assesses requests, and creates amenable system solutions; engages with others to understand business requirements and solutions

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11. Writes technical documentation of defined setups and procedures
12. Provides mentorship to other team members on the configuration set-ups for each country
13. Promotes effective work practices, works as a team member, and shows respect for co-workers
14. Performs any other timekeeping system-related duties as assigned

Position Specifications

Education

- Bachelor's degree or equivalent required
- Five years' of HR or HR Systems experience may be considered in lieu of a degree

Work Experience

- A minimum of five years' Human Resources experience required
- A minimum of five years' experience with implementing a relevant timekeeping system required

Knowledge, Skills & Abilities

- Understanding of how HR systems interact and integrate with the timekeeping system
- Human Resources Information System (HRIS) knowledge
- Ability to design, configure, and maintain timekeeping, accruals, scheduling and reporting
- Knowledge of cloud solutions
- Ability to deliver beginning-to-end projects
- Comprehensive knowledge of Human Resources functions
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus
- Ability to problem solve and coach others on problem solving
- Ability to prioritize projects
- Ability to adapt and adjust priorities based on business demands
- Strong communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Advanced ability to perceive and analyze problems and develop alternative strategies to solve them
- Knowledge and proficiency in PC applications, including MS Office

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

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All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.