

Time Services Specialist

Job ID
REQ-10073839

3月 26, 2026

India

摘要

#LI-Hybrid

Location: Hyderabad, India

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

We are seeking a highly skilled and detail-oriented Time Service Delivery Specialist to join our team. The ideal candidate will have strong experience and expertise in Workday Absence Management Operations. As a Time Service Delivery Specialist, you will be responsible for managing and ensuring the smooth implementation and execution of time management processes and systems within our organization.

About the Role

Key Responsibilities:

Your responsibilities include, but are not limited to

- Oversee the daily operations of Workday Absence Management, including setting up absence plans, maintaining employee records, and troubleshooting system issues.
- Implement and maintain accurate and efficient time management processes that comply with applicable laws, regulations, and internal policies.
- Provide ongoing support and training to end-users in utilizing Workday Absence Management Operations, ensuring they have a clear understanding of the functionalities and processes.
- Perform regular audits and validations to ensure data integrity and compliance with company policies and procedures.
- Troubleshoot and resolve time-related issues or discrepancies promptly and effectively, taking appropriate actions to prevent reoccurrence.
- Collaborate with payroll and HR teams to ensure accurate and timely processing of time and attendance data for payroll purposes.
- Stay updated on industry trends, best practices, and system updates, proactively identifying opportunities to enhance time management processes.
- Produce accurate and timely reports for management, providing insights and analysis on time management metrics.

Essential Requirements:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum 1 year of experience into Time/ Absence Management or similar role, with a strong focus on Workday Absence Management Operations.
- Demonstrated experience with time management processes, including absence plan setup, employee record maintenance, and troubleshooting in Workday.
- Excellent communication and interpersonal skills, with the ability to effectively collaborate with cross-functional teams and end-users.
- Keen understanding of HR policies, procedures, and employment laws related to time and attendance.

Desirable Requirements:

- Strong analytical and problem-solving abilities, with excellent attention to detail. Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Proficient in Microsoft Office Suite, especially Excel, for data analysis and reporting purposes.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each

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部门
People & Organization

Business Unit
Human Resources

地点
India

站点
Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Human Resources

Job Type
Full time

Employment Type
Regular

Shift Work
No

```
function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||  
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
```

```
document.getElementById("kalturaplayer69c6bda9c6a12677322474"); var mediaContainer =
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; // Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth > 0) var config = { targetId:
"kalturaplayer69c6bda9c6a12677322474", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false,
allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
disable: true }, "playkit-js-transcript":{ position: "right", // Default: bottom;( ' left ', ' right', ' top ', 'bottom' ) to
enable transcript. expandMode: "over", // Default: alongside;( ' alongside', ' hidden ', 'over' )
expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
config.ui.uiComponents = []; config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } };
```

```
try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1_dgfvmafo"}); setTimeout(() => {
setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {
players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {
players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===
'function') { otherPlayer.pause(); } }); }); }); } catch (e) { console.error(e.message) }
```



VIDEO

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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