# Hubert Mroczek

Warsaw, Poland | hubert.a.mroczek@gmail.com | +48 532 380 032
Polish citizen | Authorised to work in Poland

**Full professional experience | Workday, Payroll, Integrations & AI**

## Profile

I combine hands-on Workday configuration and support with international implementation, project ownership and HR process improvement.

I also use AI in professional and personal projects, including creating programs and websites and experimenting with chatbots in Toqan.

My experience covers Workday HCM, Time Tracking, Absence, Payroll and integrations, as well as reporting, security, EIB, product ownership, AMS and automation.

In July 2025, my work at VELUX overlapped with the beginning of my Accell collaboration for one month.

## Education

Engineer degree in Business Application Programming, Polish-Japanese Academy of Information Technology, Warsaw.

## Accell Group

### Workday Product Owner / System Owner

**July 2025 - October 2026**

Owned the development and day-to-day operation of a global Workday environment supporting around 2,000 employees in more than 20 countries.

- Configured and supported HCM, Recruiting, Compensation and integrations, resolved requests and improved business processes.
- Planned Workday development with global and local HR, structured projects and decided on priorities.
- Created training materials for country implementations and the DocuSign project.
- Oversaw external providers and evaluated estimated effort, actual time, work quality and resolution of support tickets.
- Managed an implementation contract of approximately EUR 200,000 and participated in selecting and negotiating an AMS contract of approximately EUR 50,000 per year.
- Prepared project, cost and service metrics and presented results to the company quarterly.

### Document export through Workday API

**August - September 2026**

Supported the business in retrieving data and documents and independently built an integration to export documents from Workday.

- Built the export using Workday REST API and PowerShell.
- Configured the security and permissions required on the Workday side.
- Prepared reports and collected data to support the business.

### AI assistant for employees and managers

**July - August 2026**

Independently created a first-line AI assistant for employees and managers using Microsoft Copilot Studio and Power Automate.

- Built its knowledge base from an official Workday workbook, my own training materials and configuration workbooks containing local requirements.
- Designed the conversation to identify the user's role, country and position and ask for further details when needed.
- Covered 12 countries and around 2,000 eligible users, with approximately 1,000 active users across July and August 2026.
- A measurement based partly on support tickets indicated that HR time spent answering basic questions fell by approximately 80%.

### Workday Elevate Amsterdam

**28 May 2026**

Attended Workday Elevate Amsterdam, an industry event hosted by Workday.

- Participated in the event in Amsterdam on 28 May 2026.

### Recruiting API integration

**March 2026**

Coordinated an API integration between Workday Recruiting and an external provider publishing job vacancies.

- Managed the project and coordination between the parties involved.
- Part of the technical configuration was delivered by the AMS team.

### DocuSign and document processes

**February 2026**

Contributed to the implementation of DocuSign and led workshops with HR and Recruiting.

- Developed document template requirements and presented the relevant steps within business processes.
- Created training materials as part of the DocuSign implementation.

### AMS provider selection

**January - February 2026**

Compared market offerings for application support and selected Kainos with the team.

- Evaluated cost, quality, experience, delivery time and the way support hours were billed.

### International Time Tracking and Absence rollout

**November 2025 - June 2026**

Coordinated the next rollout wave and independently implemented Workday Time Tracking and Absence for seven countries.

- Personally delivered the implementations for Austria, Switzerland, Norway, Sweden, Finland, France and Spain.
- Kainos delivered the implementations for Germany, Taiwan and the United Kingdom.
- Prepared training materials in June 2026 for employees and local HR teams in the countries where I implemented Workday.
- Bringing part of the work in-house reduced the scope assigned to the external partner.

### Payroll and Time transition in the Netherlands

**October 2025 - January 2026**

Led the payroll-related transition to Workday while coordinating the parallel Time Tracking and Absence implementation.

- Coordinated changes involving the YouServe payroll solution and Protime time-recording system.
- Acted as Project Owner for the Time Tracking and Absence implementation delivered by Kainos.
- Prepared Workday data, security and document categories. Workday held information about salary, allowances and bonuses after the transition.
- Personally migrated approximately 34,000 documents to Workday.

### Workday implementation partner selection

**September - October 2025**

Analysed the market and selected Kainos with the team for a planned next phase of Workday implementation.

- The planned scope included Time Tracking, Absence, and Talent and Performance.

### Hire and onboarding process improvements

**During the Accell role**

Improved Workday business processes to make task handovers clearer and remove an onboarding bottleneck.

- Reordered Hire tasks between managers, HR Partners and HR Specialists so each role could complete as much as possible before handover.
- Configured an outstanding employee onboarding task to close after two days, allowing HR to update the data if the employee had not done so.
- Kept necessary returns to earlier roles where the process required them.

### Automated report distribution

**During the Accell role**

Built professional automations in Power Automate and n8n to distribute Workday reports to selected recipients.

- Configured scheduled outbound EIBs to deliver reports to a designated email address or location for onward distribution.
- Reduced manual work and avoided granting recipients unnecessary Workday access.

### Release decisions and data-retention review

**During the Accell role**

Reviewed existing document purge and retention processes and assessed optional Workday release features.

- Checked previously implemented purge and related document flows after joining the company.
- Decided which optional release features were worth implementing; operational release work remained with AMS.

## VELUX

### IT Business Partner | Workday

**September 2021 - July 2025**

Supported and developed Workday in an international environment serving approximately 11,000 employees.

- Delivered ongoing L1 and L2 support and changes across HCM, Time Tracking and Absence.
- Configured and improved business processes, security, roles, advanced reports, EIBs, bulk data updates and integrations.
- Contributed to international implementation projects, performance reporting and oversight of external support.
- Created training materials after each project I worked on at VELUX.

### Subsidiary Workday rollout

**August 2024 - July 2025**

Led the addition of a subsidiary to the group's existing Workday environment across more than a dozen countries.

- Acted as Product Owner and technical lead across HCM, Time Tracking and Absence.
- Personally led the technical work and project decisions, with a colleague supporting communication and coordination.
- Extended existing configurations or built local solutions from the ground up, replacing separate local HR and time-recording processes.
- Created training materials to support the transition to Workday.

### Time and Absence restructuring in Denmark

**March - September 2024**

Restructured the Workday Time Tracking and Absence solution for the Danish organisation.

- Analysed local needs, configured the system, prepared and led testing, and created reports.
- Created training materials after the changes were implemented.

### Release planning and AMS knowledge transfer

**December 2023 - January 2024**

Prepared a plan for recurring Workday activities and trained the AMS team in work I had previously performed.

- Covered twice-yearly releases, scheduled reports and integrations, and preparation of period schedules and holiday calendars.

### Nexon payroll integration update

**October - November 2023**

Independently analysed the existing Workday-to-Nexon integration for Hungary and updated its data mapping.

- Extended the mapping to include new absence data not covered by the earlier version.
- The existing solution transferred Workday data to Nexon via FTP.
- Prepared project training materials after updating the integration.

### TETA HRK payroll integration

**March - October 2023**

Independently delivered a two-way file-based integration between Workday and the Polish TETA HRK payroll system.

- Sick leave was transferred from TETA HRK to Workday via SharePoint; leave and absence data travelled from Workday to TETA HRK.
- Delivered a straightforward solution that fulfilled its purpose and was easy to maintain.
- The work formed part of a wider Time and Absence rollout for Poland, Belgium and Germany with an internal Product Owner.
- Created training materials for the wider implementation project.

### Poland, Belgium and Germany implementation

**March - October 2023**

Delivered the technical side of the Workday Time Tracking and Absence implementation alongside an internal Product Owner.

- Collected local requirements, configured the system, created test scenarios, led testing and built reports and payroll integrations.
- Worked on a Belgian solution providing overtime information from Workday.
- Prepared training materials as part of the rollout.

### AMS transition

**January 2023**

Supported the transition of application support from Accenture to HCL.

- Participated in knowledge transfer and the adoption of the new support team's processes and working methods.

### HCM restructuring and security

**December 2021 - December 2022**

Led the HCM workstream of a company restructuring project delivered with Deloitte.

- Analysed and improved HR business processes and implemented new Workday flows.
- Analysed access, configured roles and security groups, tested changes and worked with Deloitte.
- Also collaborated with Kainos to prepare a DevOps environment for project management and contributed to Workday release work.
- Prepared training materials after the restructuring work.

### Time and Absence implementation wave

**December 2021 - December 2022**

Coordinated Workday Time Tracking and Absence implementations on the company side for countries including Canada, Croatia and Slovenia.

- Collected requirements, configured the module, conducted testing and created reports and integrations.
- Prepared training materials to support the implementation.

### First Time and Absence implementations

**October - December 2021**

Supported implementations for Hungary, Germany and other countries delivered by Collaborative Solutions.

- Bridged communication between the implementation partner and business teams.
- Prepared test scenarios and tested the solution together with business users.
- Prepared training materials after the implementation.

### Workday and Agile training

**2021**

Completed Workday training in HCM, Time Management, Absence and Leave of Absence, as well as Agile training.

- Workday training covered HCM, Time Management, Absence and Leave of Absence.

### Data retention and removal requirements

**During the VELUX role**

Gathered data retention and removal requirements from multiple countries and participated in configuration and testing.

- Collaborated with relevant teams to address local requirements.