

# Regional Data & Payroll Lead–My Total Rewards Project

Job ID  
REQ-10040922  
März 05, 2025  
Tschechien

## Zusammenfassung

This role has expert knowledge on the dependencies of benefits administration with payroll processes, integration between payroll systems and the Global Rewards Solutions to be implemented across waves of countries in collaboration with Rewards team, Global project teams, the country teams, and platform provider (Benify).

## About the Role

### Key Responsibilities:

- Works closely with the payroll suppliers on the following:  
to provide the payroll requirements (benefits charges, pay frequency, payroll reports standardization, data field in payroll & HCM, etc.) from the waves of countries
- Works closely with IT on defining the data integration requirements from Workday, vendor payroll systems and Benify solutions
- Define with countries potential new WTs and coordinate tax impact with Global Tax Head and suppliers.
- Define test strategy and relevant payroll scenarios for the different test phases.
- Participate in different test phases and coordinating payroll vendors
- Manages stakeholders from different functions – Finance, P&O (H2R, Payroll) leadership/Teams, Rewards, IT, etc.
- Define and execute data migration plans for the country assignments
- Ensure accuracy of production data loaded into My Total Rewards Portal

### Key Requirements:

- Bachelors degree in HR with 5+ years of experience in business process design & reengineering and intermediate experience in HR projects.
- English (Professional level spoken and written)
- Other languages (Desired) - German, French, Spanish, Portuguese, Italian & Chinese (Intermediate level

spoken and written)

- Expert in the payroll process and systems, communication and coordination
- Legislation (tax) knowledge is an advantage
- Solid organizational skills and systems aptitude
- Knowledge about business processes in the area of P&O of responsibility.

### **You'll receive (Applicable for Prague)**

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

### **Accessibility and accommodation:**

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to [inclusion.switzerland@novartis.com](mailto:inclusion.switzerland@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

**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 other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Abteilung

People & Organization

Business Unit

CTS

Ort

Tschechien

Website

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Alternative Location 1

Hyderabad (Office), Indien

Alternative Location 2  
Selangor, Malaysia  
Functional Area  
Humanressourcen  
Job Type  
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Employment Type  
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Shift Work  
No  
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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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