



# Kada Cheong

- HRIS & Payroll Specialist
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## \* HRIS Config and Setup:

Workday Module:

- Recruitment
- HCM
- Business Process (BP)
- Reporting & Dashboard (incl. Cal Field)
- PRISM
- EIB with Integration
- BIRT Report

Workday Security:

- BP Policy
- Condition Rule
- Domain
- Security Group (Role Base, Intersection, etc.)

SAP SuccessFactors:

- Employee Central (EC)
- Recruiting (RCM)
- Onboarding/Crossboarding/Offboardsing (ONB)
- Performance & Goal (PMGM)

ServiceNow:

- HR Service Delivery (HRSD)
- Knowledge base (KB)
- Record Producer

## \* Data, BI & Visualization

MS Excel



Tableau



Power BI



SQL Server



## \* Coding & Server

HTML & CSS, Javascript



Docker & Docker Compose



Linux Ubuntu



## \* HR & Administration

Sizeable Payroll Operation



Macau Labour Law & Salaries Tax



Macau Concession Renewal (Re-tendering)



## 🌐 Languages

Cantonese (native)



English



Mandarin



## 👤 Summary

I was born and raised in Macau. After graduating from high school, I went to mainland China to study, where I obtained a Bachelor's degree in Management. Upon returning to Macau, I started my career in Finance Payroll, gaining over seven years of experience before transitioning into HRIS.

I currently work in HRIS, leading the go-live project for **SAP SuccessFactors**, with a focus on the Employee Central, Recruiting, Onboarding and Performance & Goals modules. This role has allowed me to enhance HR processes and improve user experience through effective collaboration and strategic implementation. My experience in this area positions me to deliver impactful HR solutions that align with organizational goals.

In addition to SAP SuccessFactors, I specialize in **Workday HCM** and **ServiceNow** development and configuration. My focus on the Recruitment Module within Workday has equipped me to collaborate on enhancements, deliver HR solutions, and drive process improvements. I am skilled in Custom Reporting (Advanced, Matrix), Dashboards, Business Processes (BP), EIB & Integration, and Domain & Security Group, all contributing to the continuous optimization of Workday systems. Furthermore, my expertise in ServiceNow enables me to support HR service delivery and automate workflows, enhancing operational efficiency and user experience.

With 15 years of experience, I have managed mass regional-wide payroll operations for over 10k staff members, playing a pivotal role in the pre-opening phase of Macau's JW Marriott & Ritz-Carlton Hotel. My solid background in corporate HRIS and payroll has honed my proficiency in all-round HR data management, system configuration, data analysis and visualization, making me adept at presenting complex Information System data with clarity.

## 📁 Work Experience

### HRIS Manager - Galaxy Entertainment Group (澳門銀河娛樂集團)

📅 2025 Jan - **Current**

HR Information System :

- ◆ Lead HRIS Projects: Manage HRIS projects, ensuring on-time execution, controlling costs, and achieving desired project outcomes and benefits.
- ◆ Drive HR Automation: Oversee HR automation initiatives, advise on innovative solutions in partnership with IS&T, and enhance operational efficiency.
- ◆ Streamline and Automate HR Processes: Identify system improvement opportunities, streamline and automate core HR processes, and collaborate with IS&T to implement solutions.
- ◆ HRIS Strategy and Implementation: Act as Portfolio Manager for HRIS, lead end-to-end project implementation (from planning to deployment), and develop strategies to support business growth.
- ◆ Govern HRIS Operations: Establish governance through SOPs, data structure rules, user security protocols, and system administration (e.g., account setup, audits, and compliance).
- ◆ Stakeholder Collaboration and Training: Foster strong relationships with stakeholders, communicate process changes, and deliver system training to HR&A users.

### Senior HR Technology Specialist - MGM Macau (美高梅澳門)

📅 2018 Oct - 2024 Dec

HR Information System :

- ◆ Provide Workday Expertise for day-to-day support and development. This includes hands-on configuration of business processes, data uploads (EIB), testing, and issue analysis
- ◆ Collaborate on enhancement requests and new functionality. Collect requirements, design solutions, conduct testing, and validate changes while ensuring overall system performance.
- ◆ Work closely with HR business partners to deliver valuable solutions that enhance process efficiency and provide a high-quality user experience.
- ◆ Proactively implement system controls to optimize operations.
- ◆ Collaborate with colleagues to identify process improvements and recommend system enhancements that align with evolving business needs.
- ◆ Schedule customized Workday & ServiceNow reports for relevant audiences
- ◆ Assist with new feature releases, analyzing new or automatically available functionality within the existing configuration.

HR Report & Analytic :

- ◇ Data analysis to senior management for company-wide policy decision-making
- ◇ Maintain the staffing compendium, controlling the pace of hiring based on business volume
- ◇ Fine-tune regular basis government report aim to prominent company strength
- ◇ Perform HR data analysis in various topic for business optimisation
- ◇ Present complicated figure in approachable manner to related audience

### HR Manager (Oversea Payroll) - Suncity Group (太陽城集團)

📅 2018 May - 2018 July

Supervision on Oversea(Manila) payroll cycle operation:

- ◇ Handle oversea payroll operation of Manila (bi-weekly)
- ◇ Time Keeping Attendance calculation (AL, NPL, Maternity, Paternity, Work-injury leave, etc.)
- ◇ Casino payroll entry computation (Tips, Win/Lose ratio, Rolling incentive, KPI bonus, etc.)
- ◇ Work closely with local vendor, cross check the result for audit and safety
- ◇ Review local mandatory contribution: Philippines SSS, PAG-IBIG, Philhealth and related tax

### Payroll Master - JW Marriott Hotel Macau (澳門JW萬豪酒店)

### Payroll Master - The Ritz-Carlton, Macau (澳門麗思卡爾頓酒店)

📅 2014 July - 2018 May

Handle full spectrum of Payroll cycle, Accountable for the two hotel 1300+ staff payroll:

Pre-opening stage:

- ◇ Establish the SOP & computation in accordance with Corporate SOP and Local Law
- ◇ Partners with IT and C&B for Payroll System, Rostering & Leave Application System setup
- ◇ Code listing, mapping and system linkage configuration
- ◇ Process monthly payroll manually (before system go-live)
- ◇ Handling P-Tax and provision, Net-of-tax payee solution

Post-opening to Operation stage:

- ◇ Be the escalation point for monthly processing issues and executes remediation
- ◇ Supports system on payroll processing & On-demand payment calculation and process
- ◇ Casino payroll entry computation (Tips, Win/Lose ratio, Rolling incentive, KPI bonus, etc.)
- ◇ Tax withholding, SSF & Provident Fund and annual M3/M4 reconciliation
- ◇ Reporting provision (AL, Bonus etc.) to general ledger(GL) on monthly basis

### Payroll Supervisor - Sands China Ltd. (澳門金沙中國)

📅 2010 Sep - 2014 July

Handle mass regional-wide payroll operation:

- ◇ Ensure all payroll-related-factor are accurate by transaction input and system generated
- ◇ Second review payroll info on payroll register, include all income and deduction adjustment
- ◇ Roster data integation to payroll system, maintain Rostering system
- ◇ Pension scheme, Macau Social Security Fund (SSF)
- ◇ Monthly HK Payroll Cycle (100 hc) and MPF Reconciliation and Accrual
- ◇ Work-injury case review and computation, Labor department case handling
- ◇ Monthly accrual to General Ledger (AL, Holiday pay, OT etc.)
- ◇ Supervision on payslip printing coordination, Payroll Record retention, Payroll Hotline inquiry

### Receiving Clerk - JW Marriott Hotel Shenzhen (金茂深圳JW万豪酒店)

📅 2009 Apr - 2009 Aug (internship)

- ◇ To receive, and process deliveries and account for incoming freight base on invoices and receiving reports
- ◇ Verify and track inventory and reconcile invoices to generate receiving reports, to monitor accuracy
- ◇ Update items received at receiving dock in System (MC) and coordinate items transportation
- ◇ Ensure that credit memos are prepared in the event of discrepancies are submitted to AP with invoice
- ◇ Assist in preparation of list of invoices not received at the end of accounting period

## 🌱 Education

### Jinan University (暨南大學)

📅 2006 - 2010

Bachelor of Management

### Escola Dos Moradores de Macau (澳門坊眾學校)

📅 2000 - 2006

Form 6 Graduate

## 📄 Certification

### Tableau Desktop Specialist

📅 2021 Oct

Tableau Desktop Certification

### Microsoft Office Specialist

📅 2021 Apr

Microsoft Excel Expert

### The TOEIC® program

📅 2019 Aug

Score : 790

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