

# MEGAN WALSKI, MBA

megan@phoenixblullc.com | (917) 628-8348

[www.linkedin.com/in/megan-walski-mba/](http://www.linkedin.com/in/megan-walski-mba/)

[www.phoenixblullc.com](http://www.phoenixblullc.com)

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## Professional Experience

### Phoenix Blu, LLC

**Co-Owner & President / Multi-Client Fractional HR Partner**

**Newport News, VA  
February 2023 – Current**

Provide full-scope, fractional HR leadership and strategic partnership to multiple client organizations, serving as an embedded senior HR resource and trusted advisor to executive and leadership teams. Lead end-to-end HR operations including benefits administration, full-cycle recruiting, biweekly payroll processing, employee relations, and workplace investigations, with a focus on accuracy, consistency, documentation, and risk mitigation. Identify and remediate payroll tax setup and reporting deficiencies, partnering with HRIS providers, internal finance teams, and state agencies to correct out-of-compliance configurations and work toward sustained regulatory compliance. Design and deliver manager and employee training covering compliance, performance management, leadership development, and HR best practices. Oversee HRIS and systems implementations across payroll, benefits, time and labor, and performance platforms, establishing scalable workflows and reporting. Ensure compliance with federal, state, and local employment laws through policy development, handbook updates, audits, and regulatory reporting. Partner with leadership on organizational design, workforce strategy, and change management, developing standardized HR processes and controls that support growth, operational efficiency, and alignment with business objectives.

#### *Selected highlights:*

- Guided a full HRIS and payroll transformation, transitioning the client from ADP to Paylocity and managing end-to-end configuration, vendor partnership, module buildout, testing, and enterprise-wide implementation.
- Redesigned and implemented a nationwide, compliant PTO program, replacing legacy vacation and personal day policies to support multi-state compliance and scalability.
- Supported and guided client through EEOC investigation for discrimination and litigation, including a wrongful termination claim, contributing to successful outcomes and risk mitigation for both.
- Successfully transitioned medical benefits providers mid-plan year, coordinating carrier changes and employee communications to ensure continuity of coverage, minimal disruption, and measurable cost savings for the organization.
- Continuously assess and remediate payroll tax setup and report deficiencies in partnership with HRIS vendors, finance teams, and state agencies to support sustained regulatory compliance and risk mitigation.

### Summit Human Capital, LLC

**Agency & Locality Relationship Manager (Remote Consultant)**

**Richmond, VA  
April 2021 – October 2022**

Partnered directly with state agencies and localities to prepare for the migration of the Commonwealth of Virginia's statewide PeopleSoft Human Capital Management (HCM) project. Managed relationships with change network teams to make certain that the task objectives and data milestones were met. Ensured all locality team members were provided with the correct security access to SharePoint and were responsible for troubleshooting issues and escalating concerns for quick resolution. Maintained the contact list for over 300 localities to ensure communication and security access was provided in real time. Drafted email communications to both maintain and facilitate engagement with the HCM project. Maintained regular contact with change network team members to ensure tasks were completed on time, identified any issues the teams were having, provided resolution to all ongoing issues, and acted as a liaison to senior leadership as needed to mitigate risk. Assisted with the setting up of health benefits in the PeopleSoft environment to meet the individual needs of each agency and locality. Directed the change network teams to online web-based training and job aids to make sure they understood the HR, Financial, and Training modules provided by Peoplesoft prior to going live within the environment. Responsible for training new locality team members as needed.

#### *Selected highlights:*

- Fostered strong, healthy working relationships between the project and change network teams.
- Actively supported the successful migration of 69 state agencies in Release 2 and 146 state agencies and over 300 localities in Release 3 to the PeopleSoft Payroll/HR environment.

## **Marton Technologies, Inc.**

### **HR & Benefits Manager**

Newport News, VA

November 2019 – April 2021

Managed Corporate HR operations for a multi-state government contracting firm, including benefits administration, policy & SOP development, performance management, compliance, and light payroll administration. Directly supervised a HR Generalist and HR Associate. Supervised human resources processes by providing oversight and quality assurance through the administration of policies, programs, and best practices. Evaluated, proposed, and implemented improvements and designed internal controls that facilitated accurate and timely reporting. Oversaw onboarding and offboarding. Conducted and analyzed exit interviews; recommended changes and improvements based on feedback. Administered employee benefit programs and processed benefit claims. Managed various employee relation issues and investigations. Provided consultative advice to managers. Including, but not limited to, employee performance reviews, performance improvement plans, corrective actions, employee investigations, complaints, and resolution. Ensured legal compliance by monitoring and implementing applicable federal and state requirements, maintaining records, conducting investigations, and representing the organization at hearings. Ensured corporate DCMA compliance. Served as a principal liaison for Marton and its respective registered agents and clients in conducting business. Responsible for compliance reporting: Affirmative Action Program, EEO-1, and Vets 4212 annually. Managed all other areas of human resources projects as assigned by the President.

#### *Selected highlights:*

- Completed a comprehensive HR audit within the first 90 days, identified compliance gaps, and brought the organization into full regulatory compliance within three months; developed standardized policies, SOPs, and a rebranded employee handbook.
- Designed and implemented improved payroll and HRIS processes, including a successful migration from BambooHR to ADP Workforce Now, reducing payroll errors and strengthening data integrity and controls.
- Streamlined onboarding and offboarding for SCA and non-SCA employees, supporting contract transitions ranging from 30 to over 230 incumbents while ensuring operational continuity and compliance.
- Achieved a 14% reduction in benefit costs by transitioning from age-banded to composite rates, while maintaining competitive coverage and employee experience.
- Supported successful ISO recertification audits and administered FFCRA COVID-19 leave for more than 130 employees, ensuring accurate tracking and regulatory compliance.
- Provided interim oversight of two HR departments during a parent-company HR transition, fostering transparent communication, employee trust, and organizational stability.

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## **HR Technology & Systems Expertise**

- **Applicant Tracking Systems (ATS):** ApplicantPRO, BambooHR, Lever, Paylocity, Taleo
- **Human Resources Information Systems (HRIS):** ADP Workforce Now, BambooHR, Paylocity, PeopleSoft
- **Payroll & Workforce Management Platforms:** ADP Workforce Now, Paylocity
- **Time & Attendance Systems:** Clockwise, ezLabor, SofTime XP, Paylocity, Unanet
- **Learning Management Systems (LMS) & Compliance Platforms:** Corpedia, LRN
- **Content & Collaboration Systems:** SharePoint (Administrator & End User)

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## **Education**

**M.B.A. in Human Resources Management:** Colorado Technical University Online, Colorado Springs, CO

**B.S. in International Affairs with concentration in Economics:** Florida State University, Tallahassee, FL