



Human Resources
Information Systems

The Business Intelligence Newsletter

Winter 2017, Issue 12

See What's in the BIN!

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Department Spotlight: College of Continuing and Professional Education

When the College of Continuing and Professional Education (CCPE) needed a quick and complete solution to gather and reconcile information on monthly payroll expenses, HRIS had a solution ready to go. When CCPE needed to find an alternate source of this data, HRIS “had a ready-made solution available right away,” said Sandra Cobb, Finance and Contracts Manager.

Members of the CCPE finance team use monthly and ad hoc reporting to check that payroll expenses have been charged correctly to their general ledger accounts. This is a particular challenge for the CCPE group as each class is funded from a specific budget area and payment for instructors is submitted individually for funding through the Special Pay Request (SPAR) process.

“HRIS had a ready-made solution available right away.”

HRIS Analyst Ashlee Hooper recently visited the CCPE administrative team to update their Data Point Viewer, the Toad business intelligence reporting application. While there, she was able to consult with them and assist in setting up queries for them to pull monthly payroll expenses. She was able to show the CCPE team how to set up the reports they need and how to add filters to target in on required information.

“Ashlee was very responsive,” said Sandra, “And helped us get up and going quickly. She also provided information on how often reporting was updated so we know when the newest information is available.”

Business Managers Tina Russell and Melissa Wobb were part of the team who took part in the software update and training and agreed that the saved queries make the process quicker and easier. “We need to be able to view changes we expect and see where they should be charged,” said Tina.

As part of the work that HRIS and CCPE did together with Data Point Viewer updates, the HRIS team was also able to review their current data snapshots and get feedback to improve the information available to the CCPE team. Working with HR Manager Aimee Roper, HRIS took back her request to review and update the position management data snapshots to ensure that CCPE had access to the information they needed to review the status of active instructors available to teach at CCPE.

In addition to the general ledger payroll expense reporting and position management databases, the Data Point Viewer reporting tool also has data snapshots for reporting on overload payments and graduate assistant payments, customized to academic departments at KSU. Please contact HRIS at Decision_Support@Kennesaw.edu for more information on the reports and reporting tools available.

From the Developer's Desk: Automating One Time Deductions

As part of its ongoing support of Human Resources and Payroll Services, HRIS continues to maintain and improve the One Time Deduction (OTD) application and database. This application allows members of the Benefits, Employment and Data Entry teams a secure location to request one-time changes to payroll transactions while providing a consistent experience for both submitting requests by users and subsequent processing by payroll staff.

Beginning in 2017, the HRIS team, using specifications from Shared Services, created a process to allow multiple transactions to be uploaded to the Automated Payroll Adjustment screens in the ADP payroll processing system.

HRIS worked with the payroll specialists to ensure that the new process would work with their current activities for retrieving and processing OTDs. After several rounds of testing, the new process was rolled out with the February monthly and first March biweekly payrolls.

This process has already saved payroll specialists significant amounts of time by automating the data loads instead of entering each entry individually. In addition to the significant time savings, the automated process also produces audit, exception and warning reports for payroll specialists to use to check payroll processing more quickly on day 2 of payroll processing.



HRIS Training Resources

Please continue to visit our website payroll.kennesaw.edu/HRIS for resources to assist you with using the Business Intelligence tools.

Attention Data Point Viewer Users

Interested in linking datasets together to create dynamic reports?

Check out the video on joining data here:

<https://www.brainshark.com/kennesaw/JoiningData>

- Past issues of the [Business Intelligence Newsletter](#) are always available on our site.
- Remember - we have added Data Dictionaries to the website to provide users more detail on the variables available in the snapshots. If you have any questions about what information variables are providing, do not hesitate to reference the data dictionaries! Please email us at Decision_support@kennesaw.edu.

Lunch and Learn

Payroll Services and HRIS

March 21, 2017
11:30 a.m.-1:30 p.m.
Room 2220, Town Point, 2nd Floor

TED talks: Funny, inspiring, and informative



TED is a nonprofit devoted to spreading ideas, usually in the form of short, powerful talks (18 minutes or less). TED began in 1984 as a conference where Technology, Entertainment and Design converged, and today covers almost all topics — from science to business to global issues — in more than 100 languages.

These talks will entertain, inform, and inspire you.

Three different talks with some very well-known speakers.

The Mystery Box

J.J. Abrams traces his love for the unseen mystery — a passion that's evident in his films and TV shows, including *Lost*, *Star Trek* and the upcoming *Star Wars VII* — back to its magical beginnings.

This is Broken

Seth Godin is an entrepreneur and blogger who thinks about the marketing of ideas in the digital age.

Do Schools Kill Creativity?

Sir Ken Robinson makes an entertaining and profoundly moving case for creating an education system that nurtures (rather than undermines) creativity.

Tips & Techniques: Formatting Your Data in Data Point Viewer

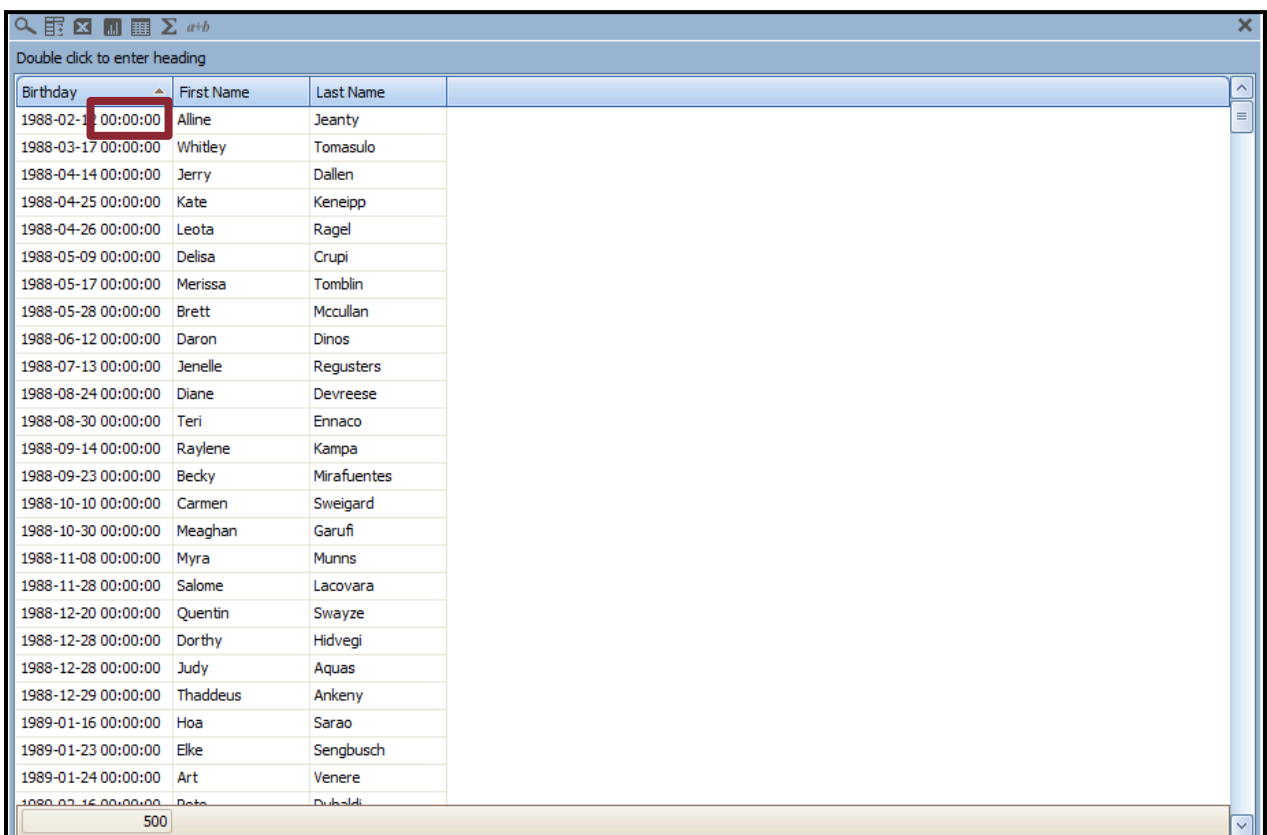
Data Point Viewer (DPV) is a helpful Business Intelligence tool that can dynamically display data and format variables in an intuitive manner. While this characteristic can save time in the generation of reports, there are instances where we would like a bit more control of what we are seeing and how we are seeing it.

Today we will talk briefly about how to edit the display of data in DPV. First, we will learn how to change the display of dates. Then, we will learn about formatting quantitative variables and learn how to remove aggregate types, a default calculation that DPV puts on quantitative variables that we may not always want to use.

Remember, you can find this how-to document and many other resources on our website: http://payroll.kennesaw.edu/hris/tips_techniques.php

Part 1-Changing Date Formats

1. We have selected Birthday, First Name, and Last Name from a fictional sample database and created this simple report in DPV. As we can see the Birthday variable is displaying unnecessary time information (00:00:00).

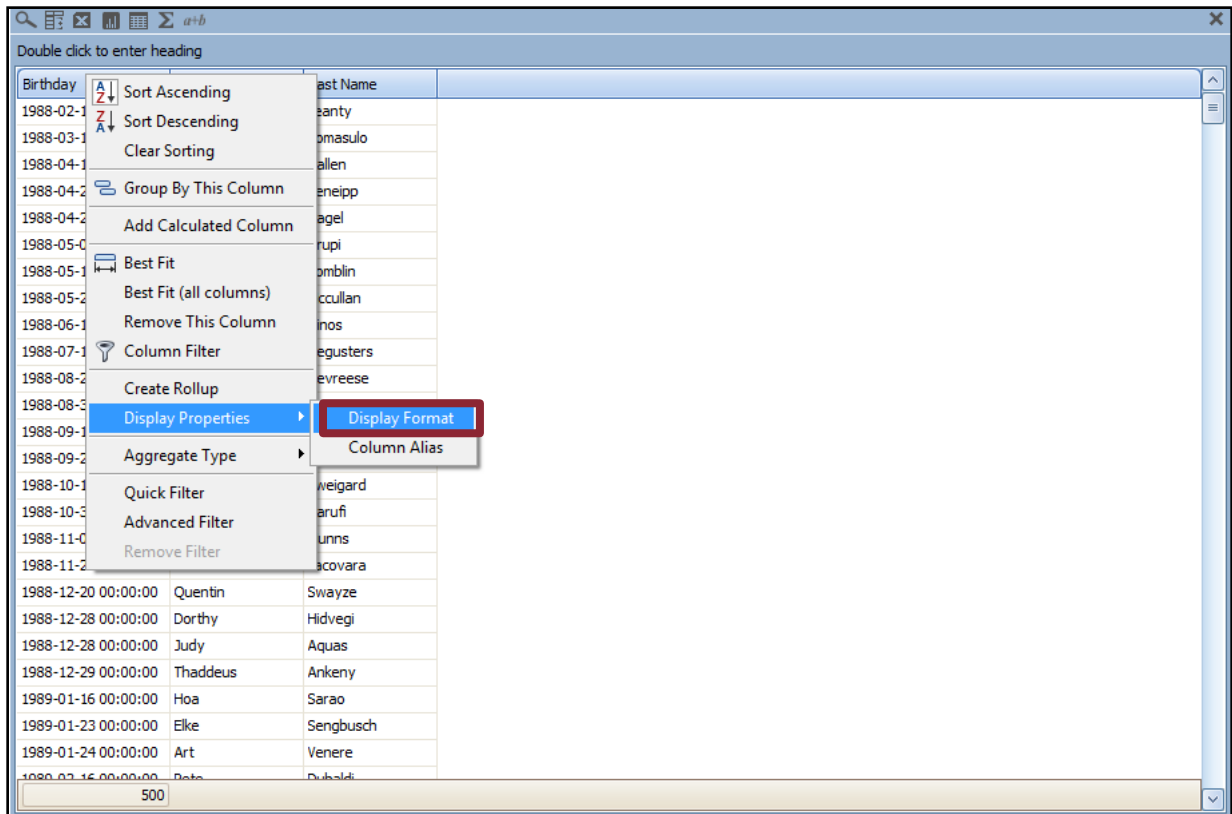


Birthday	First Name	Last Name
1988-02-1 00:00:00	Aline	Jeanty
1988-03-17 00:00:00	Whitley	Tomasulo
1988-04-14 00:00:00	Jerry	Dallen
1988-04-25 00:00:00	Kate	Keneipp
1988-04-26 00:00:00	Leota	Ragel
1988-05-09 00:00:00	Delisa	Crupi
1988-05-17 00:00:00	Merissa	Tomblin
1988-05-28 00:00:00	Brett	Mccullan
1988-06-12 00:00:00	Daron	Dinos
1988-07-13 00:00:00	Jenelle	Regusters
1988-08-24 00:00:00	Diane	Devreese
1988-08-30 00:00:00	Teri	Ennaco
1988-09-14 00:00:00	Raylene	Kampa
1988-09-23 00:00:00	Becky	Mirafuentes
1988-10-10 00:00:00	Carmen	Sweigard
1988-10-30 00:00:00	Meaghan	Garufi
1988-11-08 00:00:00	Myra	Munns
1988-11-28 00:00:00	Salome	Lacovara
1988-12-20 00:00:00	Quentin	Swayze
1988-12-28 00:00:00	Dorthy	Hidvegi
1988-12-28 00:00:00	Judy	Aquas
1988-12-29 00:00:00	Thaddeus	Ankeny
1989-01-16 00:00:00	Hoa	Sarao
1989-01-23 00:00:00	Elke	Sengbusch
1989-01-24 00:00:00	Art	Venere
1989-02-16 00:00:00	Data	Dubaldi

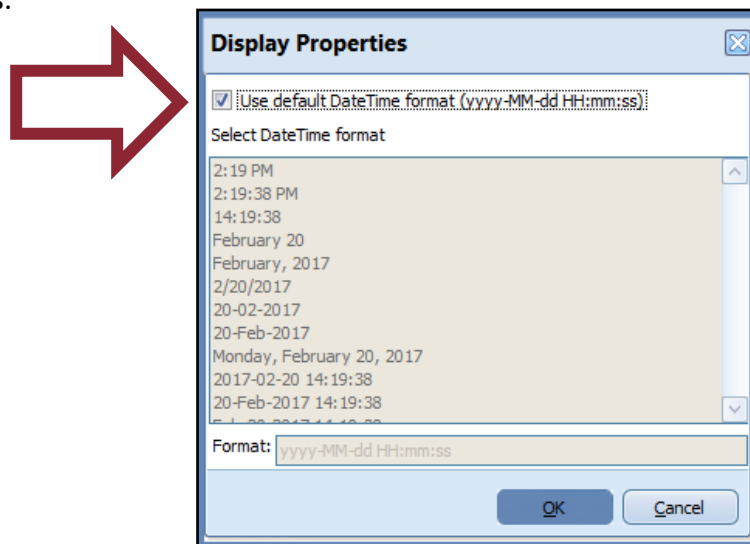
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Tips & Techniques (continued): Formatting Dates

2. In order to change the display of a date variable, right click on the header of the variable you want to change. Scroll down to “Display Properties” and then click on “Display Format”.



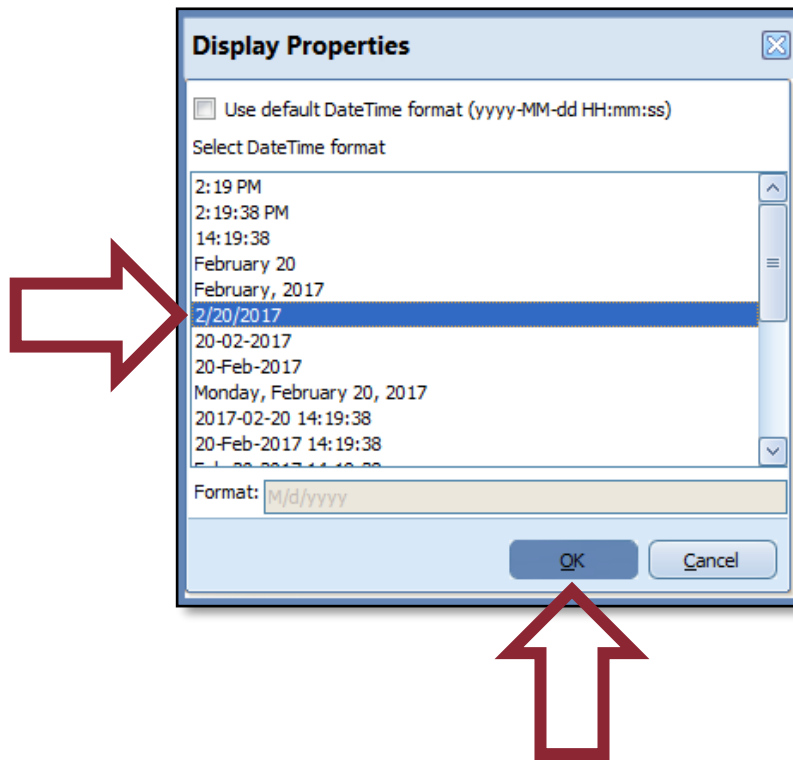
3. A new window will come up called “Display Properties”. Make sure to uncheck the “Use default DateTime Format (yyyy-MM-dd HH:mm:ss)” option or you will not be able to make changes.



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Tips & Techniques (continued): Formatting Dates

- Once you uncheck that box, select the date format you want and click “OK”.



- There we have it! Once you say “OK”, you will go back to your main reporting page. You will now see your newly selected date display. Now, let us move on to the next step to look at Aggregate functions.

The screenshot shows a data table with the following columns: 'Birthday', 'First Name', and 'Last Name'. The 'Birthday' column is highlighted with a red box. The data rows are as follows:

Birthday	First Name	Last Name
2/12/1988	Aline	Jeanty
3/17/1988	Whitley	Tomasulo
4/14/1988	Jerry	Dallen
4/25/1988	Kate	Keneipp
4/26/1988	Leota	Ragel
5/9/1988	Delisa	Crupi
5/17/1988	Merissa	Tomblin
5/28/1988	Brett	Mccullan
6/12/1988	Daron	Dinos
7/13/1988	Jenelle	Regusters
8/24/1988	Diane	Devreese
8/30/1988	Teri	Ennaco
9/14/1988	Raylene	Kampa
9/23/1988	Becky	Mirafuentes
10/10/1988	Carmen	Sweigard
10/30/1988	Meaghan	Garufi
11/8/1988	Myra	Munns
11/28/1988	Salome	Lacovara
12/20/1988	Quentin	Swayze
12/28/1988	Dorthy	Hidvegi
12/28/1988	Judy	Aquas
12/29/1988	Thaddeus	Ankeny
1/16/1989	Hoa	Sarao
1/23/1989	Elke	Sengbusch
1/24/1989	Art	Venere

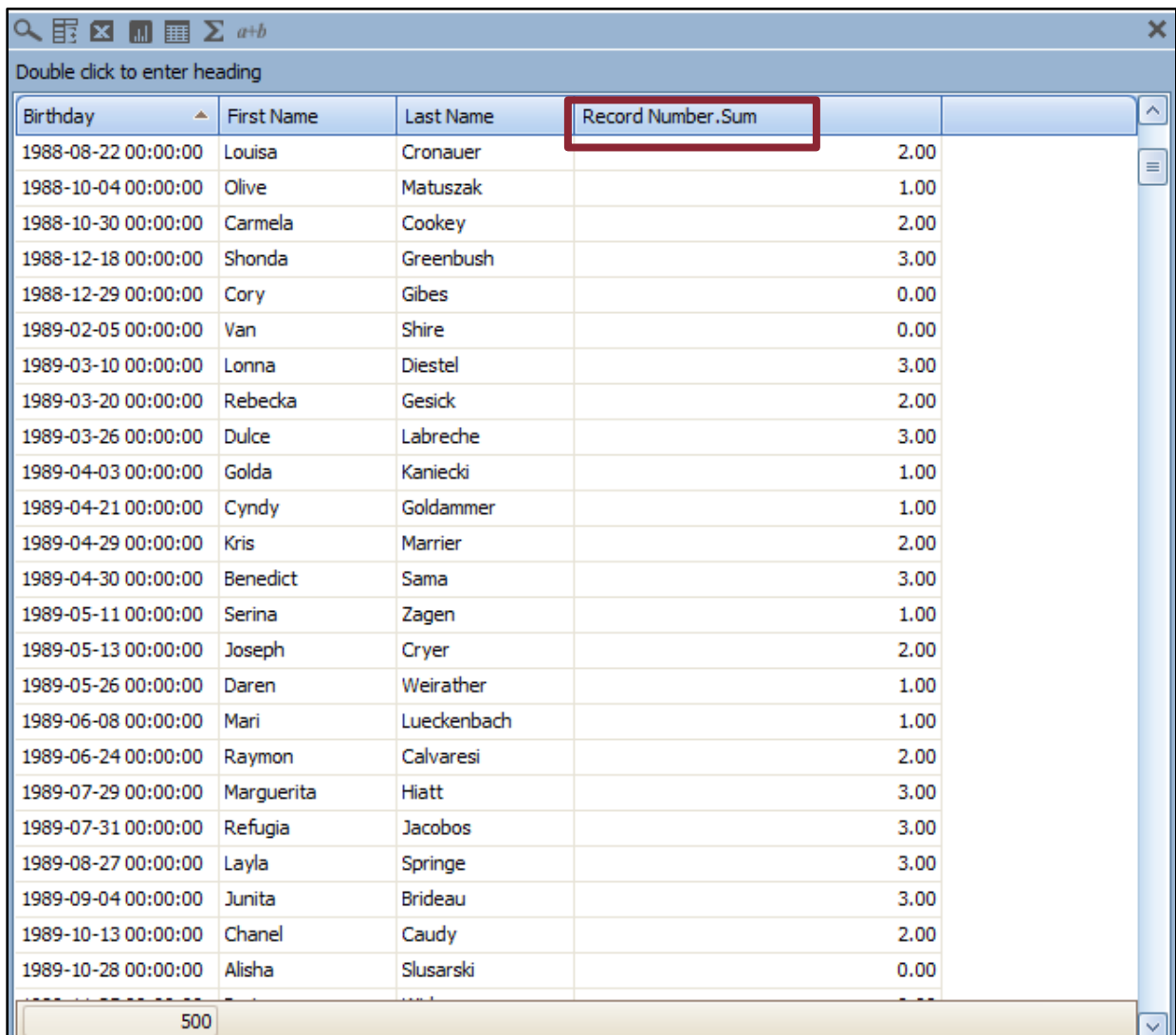
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Tips & Techniques (continued): Part 2-Removing Aggregate Functions and Formatting Data

Summed aggregate functions are added to quantitative variable in Data Point Viewer. This means that if there are two instances of an employee in a report, the two lines for that employee are added together and displayed once. Sometimes, this can throw off counts and results in inaccurate data.

Below is an example from the sample database we used in the previous example. I have pulled in "Record Number", a numerical variable and created a simple report.

1. You will notice something unique about the quantitative variable "Record Number". The name as it displays in DPV is "Record Number.Sum". When you see a variable with a ".Sum", this indicates an aggregate filter has been applied to that particular variable.



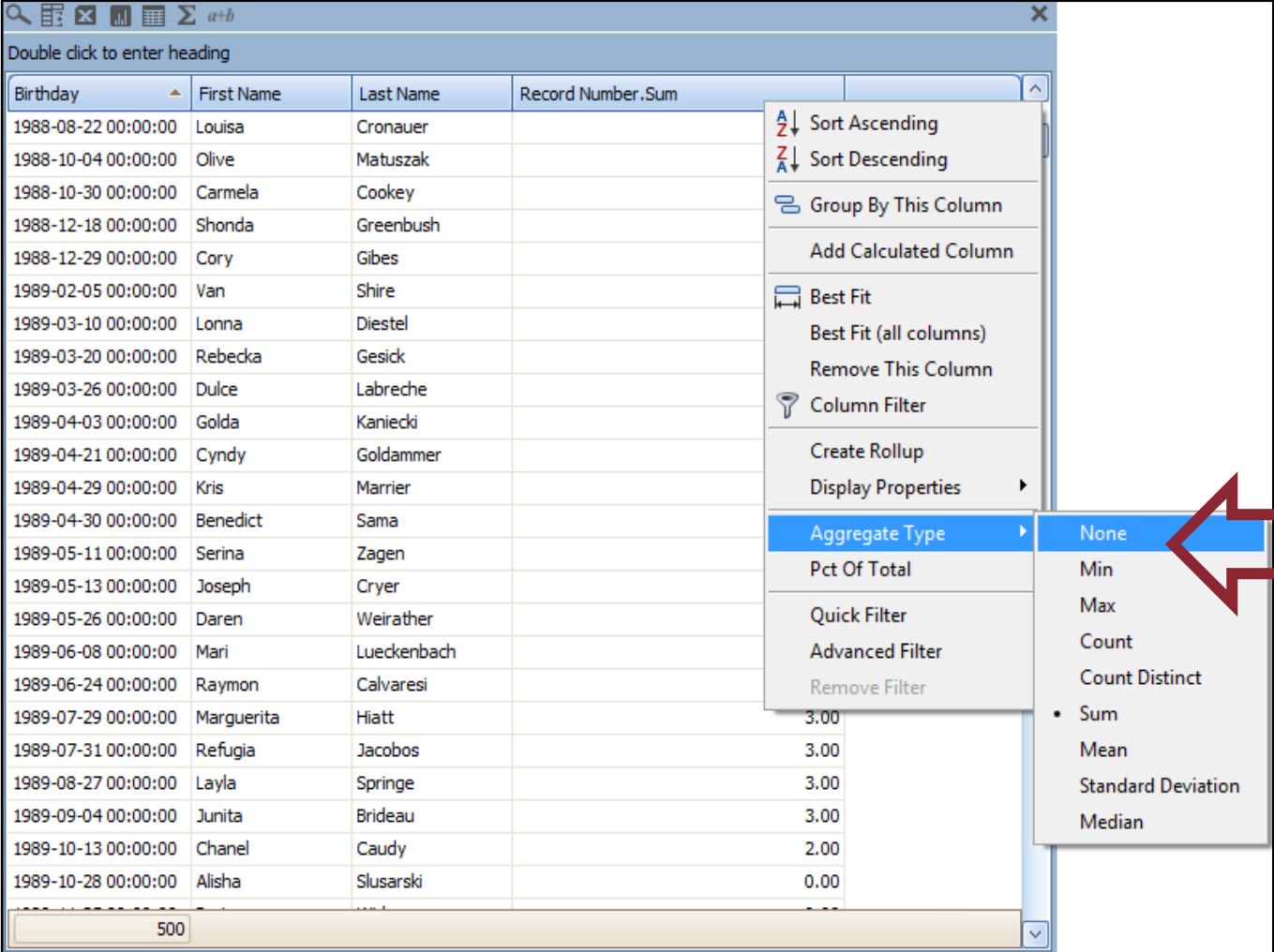
Birthday	First Name	Last Name	Record Number.Sum	
1988-08-22 00:00:00	Louisa	Cronauer		2.00
1988-10-04 00:00:00	Olive	Matuszak		1.00
1988-10-30 00:00:00	Carmela	Cookey		2.00
1988-12-18 00:00:00	Shonda	Greenbush		3.00
1988-12-29 00:00:00	Cory	Gibes		0.00
1989-02-05 00:00:00	Van	Shire		0.00
1989-03-10 00:00:00	Lonna	Diestel		3.00
1989-03-20 00:00:00	Rebecka	Gesick		2.00
1989-03-26 00:00:00	Dulce	Labreche		3.00
1989-04-03 00:00:00	Golda	Kaniecki		1.00
1989-04-21 00:00:00	Cyndy	Goldammer		1.00
1989-04-29 00:00:00	Kris	Marrier		2.00
1989-04-30 00:00:00	Benedict	Sama		3.00
1989-05-11 00:00:00	Serina	Zagen		1.00
1989-05-13 00:00:00	Joseph	Cryer		2.00
1989-05-26 00:00:00	Daren	Weirather		1.00
1989-06-08 00:00:00	Mari	Lueckenbach		1.00
1989-06-24 00:00:00	Raymon	Calvaresi		2.00
1989-07-29 00:00:00	Marguerita	Hiatt		3.00
1989-07-31 00:00:00	Refugia	Jacobos		3.00
1989-08-27 00:00:00	Layla	Springe		3.00
1989-09-04 00:00:00	Junita	Brideau		3.00
1989-10-13 00:00:00	Chanel	Caudy		2.00
1989-10-28 00:00:00	Alisha	Slusarski		0.00

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Tips & Techniques (continued): Part 2-Removing Aggregate Functions and Formatting Data

2. Right click on the variable header, select “Aggregate Type”. You will see the variable has been set to “Sum”. Click on “None” to remove this setting. Now, you will be taken back to your original report page.

Next, we will see how to change the display of quantitative variables.



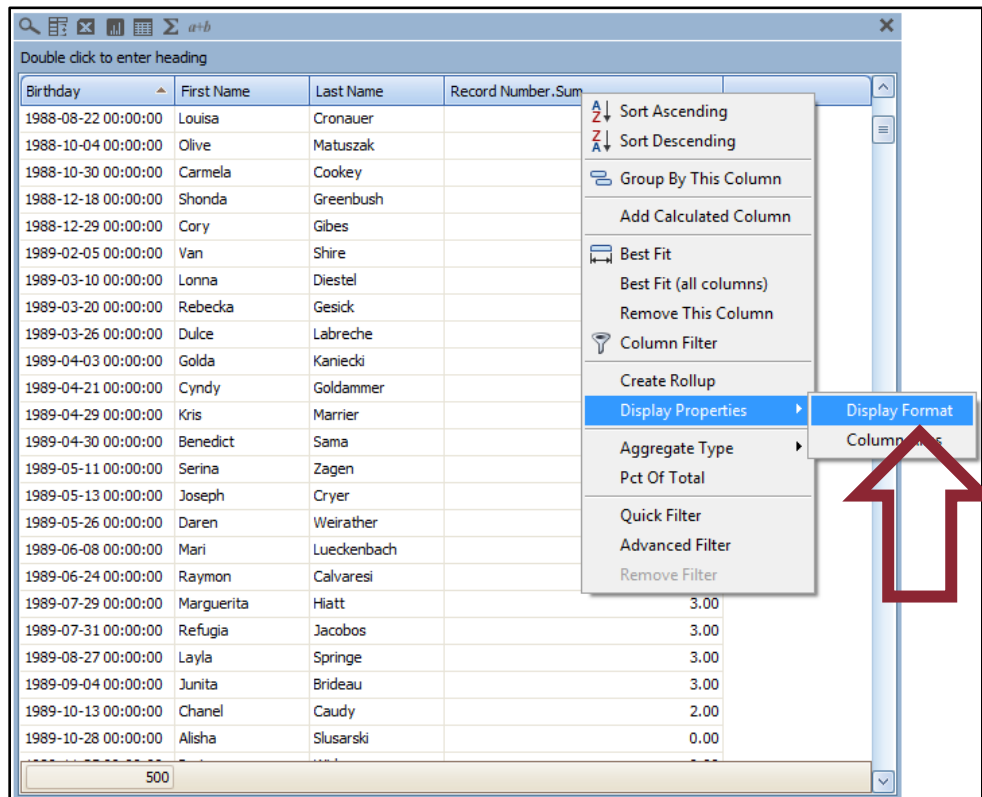
The screenshot shows a data table with columns: Birthday, First Name, Last Name, and Record Number .Sum. The 'Record Number .Sum' column header is right-clicked, opening a context menu. The 'Aggregate Type' option is selected, and a sub-menu is open showing various aggregate functions. The 'None' option is highlighted, and a red arrow points to it.

Birthday	First Name	Last Name	Record Number .Sum
1988-08-22 00:00:00	Louisa	Cronauer	
1988-10-04 00:00:00	Olive	Matuszak	
1988-10-30 00:00:00	Carmela	Cookey	
1988-12-18 00:00:00	Shonda	Greenbush	
1988-12-29 00:00:00	Cory	Gibes	
1989-02-05 00:00:00	Van	Shire	
1989-03-10 00:00:00	Lonna	Diestel	
1989-03-20 00:00:00	Rebecka	Gesick	
1989-03-26 00:00:00	Dulce	Labreche	
1989-04-03 00:00:00	Golda	Kaniecki	
1989-04-21 00:00:00	Cyndy	Goldammer	
1989-04-29 00:00:00	Kris	Marrier	
1989-04-30 00:00:00	Benedict	Sama	
1989-05-11 00:00:00	Serina	Zagen	
1989-05-13 00:00:00	Joseph	Cryer	
1989-05-26 00:00:00	Daren	Weirather	
1989-06-08 00:00:00	Mari	Lueckenbach	
1989-06-24 00:00:00	Raymon	Calvaresi	
1989-07-29 00:00:00	Marguerita	Hiatt	3.00
1989-07-31 00:00:00	Refugia	Jacobos	3.00
1989-08-27 00:00:00	Layla	Springe	3.00
1989-09-04 00:00:00	Junita	Brideau	3.00
1989-10-13 00:00:00	Chanel	Caudy	2.00
1989-10-28 00:00:00	Alisha	Slusarski	0.00

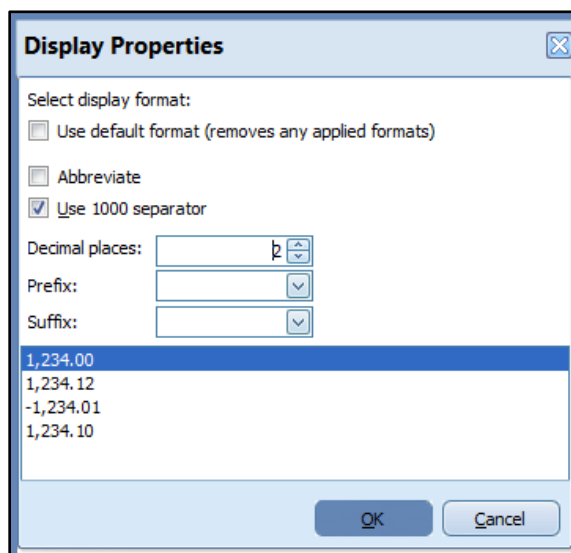
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Tips & Techniques (continued): Part 2-Removing Aggregate Functions and Formatting Data

- To remove decimals or change the display of numerical values, right click the variable header again, but this time, select “Display Properties”, then select “Display Format”.



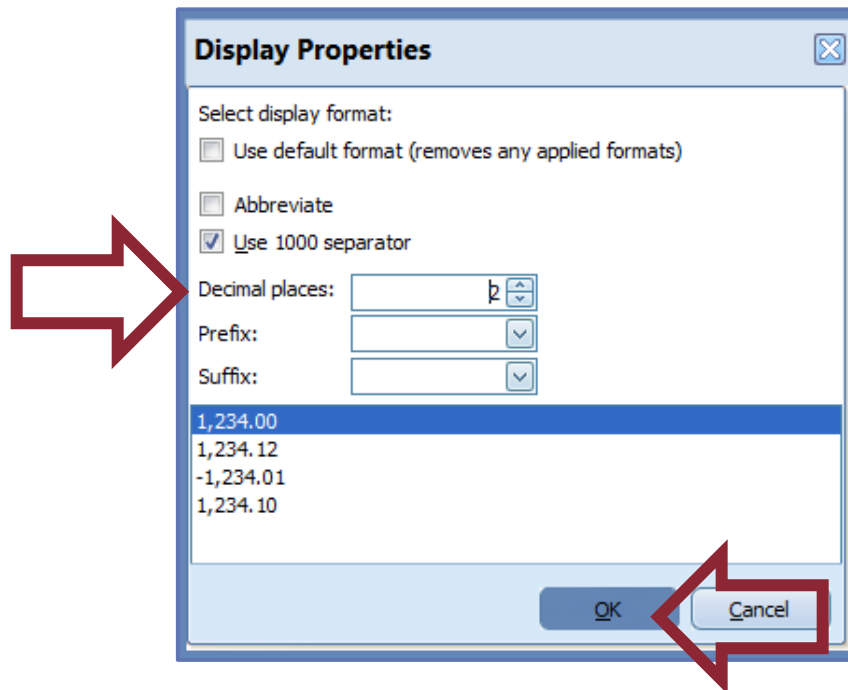
- You will see the “Display Properties” window appear. This area gives you numerous display choices for “Record Number”, including removing commas (“Use 1000 separator”), adding Prefix/Suffix options, or including abbreviations.



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Tips & Techniques (continued): Part 2-Removing Aggregate Functions and Formatting Data

5. For this example, I am just going to remove the decimals in “Record Number”. I will change the “2” to “0” in “Decimal places”. Once you are done, click “OK”.



6. You will now see your changes applied to “Record Number”. The “.Sum” and decimals have been removed from the variable. This sums up how to remove aggregate types and change the display of your data. We hope that you have found this tutorial helpful!

Birthday	First Name	Last Name	Record Number
1988-01-03 00:00:00	Raylene	Kampa	1
1988-01-18 00:00:00	Lorrie	Nestle	3
1988-01-28 00:00:00	Brett	Mccullan	0
1988-02-19 00:00:00	Beckie	Silvestrini	3
1988-03-21 00:00:00	Clorinda	Heimann	0
1988-04-16 00:00:00	Tiffany	Steffensmeier	2
1988-04-21 00:00:00	Lauran	Burnard	3

Upcoming Payroll Dates

March 2017

<p><u>1st Biweekly Pay March</u> SPARs due: 02/23/2017 eTIME due: 02/24/2017 Lockout: 02/27/2017 Pay date: 03/03/2017</p> <p><u>2nd Biweekly Pay March</u> SPARs due: 3/09/2017 eTIME due: 03/10/2017 Lockout: 03/13/2017 Pay date: 03/17/2017</p>	<p><u>3rd Biweekly Pay March</u> SPARs due: 03/23/2017 eTIME due: 03/24/2017 Lockout: 03/27/2017 Pay date: 03/31/2017</p> <p><u>March Monthly Pay</u> SPARs due: 03/22/2017 eTIME due: 03/23/2017 Lockout: 03/24/2017 Pay date: 03/31/2017</p>
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April 2017

<p><u>1st Biweekly Pay April</u> SPARs due: 04/06/2017 eTIME due: 04/07/2017 Lockout: 04/10/2017 Pay date: 04/14/2017</p> <p><u>2nd Biweekly Pay April</u> SPARs due: 04/20/2017 eTIME due: 04/21/2017 Lockout: 04/24/2017 Pay date: 04/28/2017</p>	<p><u>April Monthly Pay</u> SPARs due: 04/19/2017 eTIME due: 04/20/2017 Lockout: 04/21/2017 Pay date: 04/28/2017</p>
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May 2017

<p><u>1st Biweekly Pay May</u> SPARs due: 05/04/2017 eTIME due: 05/05/2017 Lockout: 05/08/2017 Pay date: 05/12/2017</p> <p><u>2nd Biweekly Pay May</u> SPARs due: 05/18/2017 eTIME due: 05/19/2017 Lockout: 05/22/2017 Pay date: 05/26/2017</p>	<p><u>May Monthly Pay</u> SPARs due: 05/19/2017 eTIME due: 05/22/2017 Lockout: 05/23/2017 Pay date: 05/31/2017</p> <p><u>May Faculty Pay</u> <i>TBD</i></p>
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Make sure to visit the payroll calendar for information about current and future pay dates:

<http://payroll.kennesaw.edu/calendars.php>

Thank you for reading this issue of the BIN.

Comments? Questions? Suggestions?

Contact us at:

decision_support@kennesaw.edu.

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