



Human Resources
Information Systems

The Business Intelligence Newsletter

Fall 2016, Issue 11

See What's in the BIN!

Links to articles in this issue:

[Application Spotlight](#)

[From the Developer's Desk](#)

[HRIS Training Resources](#)

[Lunch and Learn Schedule](#)

[Tips and Techniques: Creating Net ID variable](#)

[Payroll Calendar](#)

Application Spotlight: Alicia Stignani and Evans Lusuli

For Alicia Stignani, Interim Chief Human Resources Officer, and Evans Lusuli, Comp & Class Specialist, working with large amounts of data is an essential part of their jobs. When requests come up, both Evans and Alicia usually turn to Data Point Viewer (DPV) for help.

Alicia enjoys the ability to see updated data, "The snapshots are great because I can tell you what I'm looking for, I can get the information that is refreshed every day. To have access to that data on the fly is tremendous. I save so much paper!"

Evans finds the accessibility to data useful. "For me, Data Point Viewer has been helpful by allowing me to pull information immediately. I am able to provide information to those requesting data extremely fast."

Evans uses the BI tool for various things: to review KSU's internal equity; to view employee pay rate; and to see where people in certain positions are getting paid. Additionally, he regularly uses it for salary surveys to compare internal salaries to market salaries outside of KSU. Alicia uses Data Point Viewer for internal equity studies, position management requests involving vacant positions with funding, and employee relations cases that require employee demographics to be pulled.

While Data Point Viewer was used frequently on day-to-day requests, it was also an essential part of large scale campus-wide projects. Alicia used it during consolidation, "I used it a lot during consolidation with Position Management. It told me exactly how many positions we had. It helped us look for savings to see which vacancies could be eliminated, and which vacancies we had to keep."

What is ahead for Alicia and Evans? FLSA regulations and implementation. Evans will be looking at the analytics that are associated with the federal change by examining salaries and pay bands. "DPV will give us the ability to take that data and put a plan in place."

"Data Point Viewer has so many features that go untapped. Feel free to go and explore the program, try different things. It has very creative ways of presenting the data. It doesn't have to always be boring spreadsheets, with Data Point Viewer you can articulate data in a new way."

-Evans Lusuli

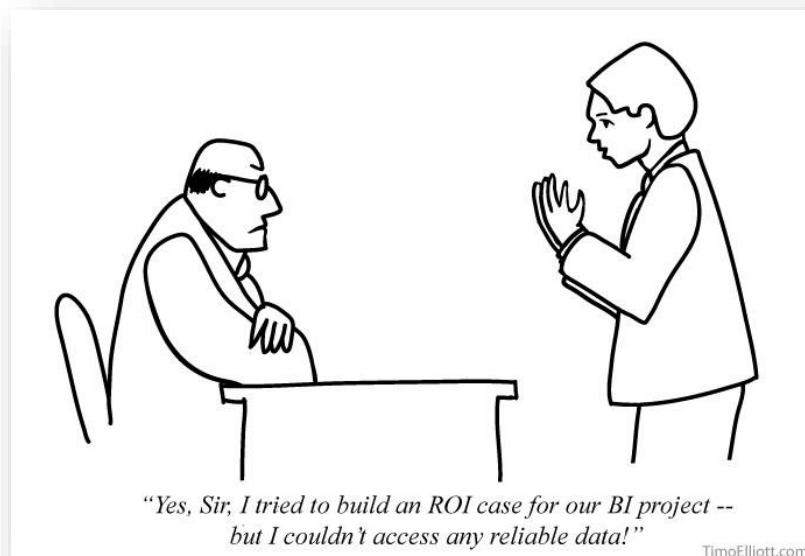
From the Developer's Desk: *Automating Email Notifications*

When Human Resources Information Systems (HRIS) rolled out the Special Pay Request/Staff Teaching Requisition (SPAR/STR) web application, we included a function to automate email notifications to the requesting departments. As the last step in the process the SPAR/SRT application sends an email to the requesting department confirming the employee name, amount and payroll distribution account for each payment.

With the automated process inside the online application, the email process is now done automatically after all SPAR/STR processing is complete - data entry in Payroll Services; Human Resources approval; and Payroll Services creation of additional pay entries.

This proactive communication from Payroll Services to University departments allows the departments to confirm on their side that payments will be made and verify the departments that charges will apply to. Since this system has been active, departments have had the information available to confirm expected payments and department charges, update their employees on planned payments, and even request cancellation of payments for terminated employees before they occur in payroll processing.

Prior to implementing the new application, a member of Payroll Services had to create a report of all approved and paid SPARs/STRs for a particular pay run and run a manual email merge operation to notify requestors of the pay status. This automated process has saved Payroll Services significant amounts of time in daily operations by being hands off with email generation and having to answer many fewer "Was this paid?" questions from departments.



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

Be on the lookout for a new video on refreshing data in Data Point Viewer, coming soon in the next electronic BIN update!

- 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, don't hesitate to reference the data dictionaries! If you don't see the information you need, please email us at decision_support@kennesaw.edu.

Lunch and Learn Schedule and Topics

Payroll Services and HRIS

11:30 a.m.-1:30 p.m., Town Point, 2nd Floor

Date	Location	Topic	Presenter
9/15/2016	TP 2220	Building Trust in the Workplace	Brad Smith
10/13/2016	TP 2220	Spheres of Influence- Changing the World, one step at a time, with tips and tricks to start your journey	Pam Nix
11/10/2016	TP 2220	Students (and Employees) in Conflict	Michael Sanseviro

Tips & Techniques: *Creating Net ID from Email Address in Excel*

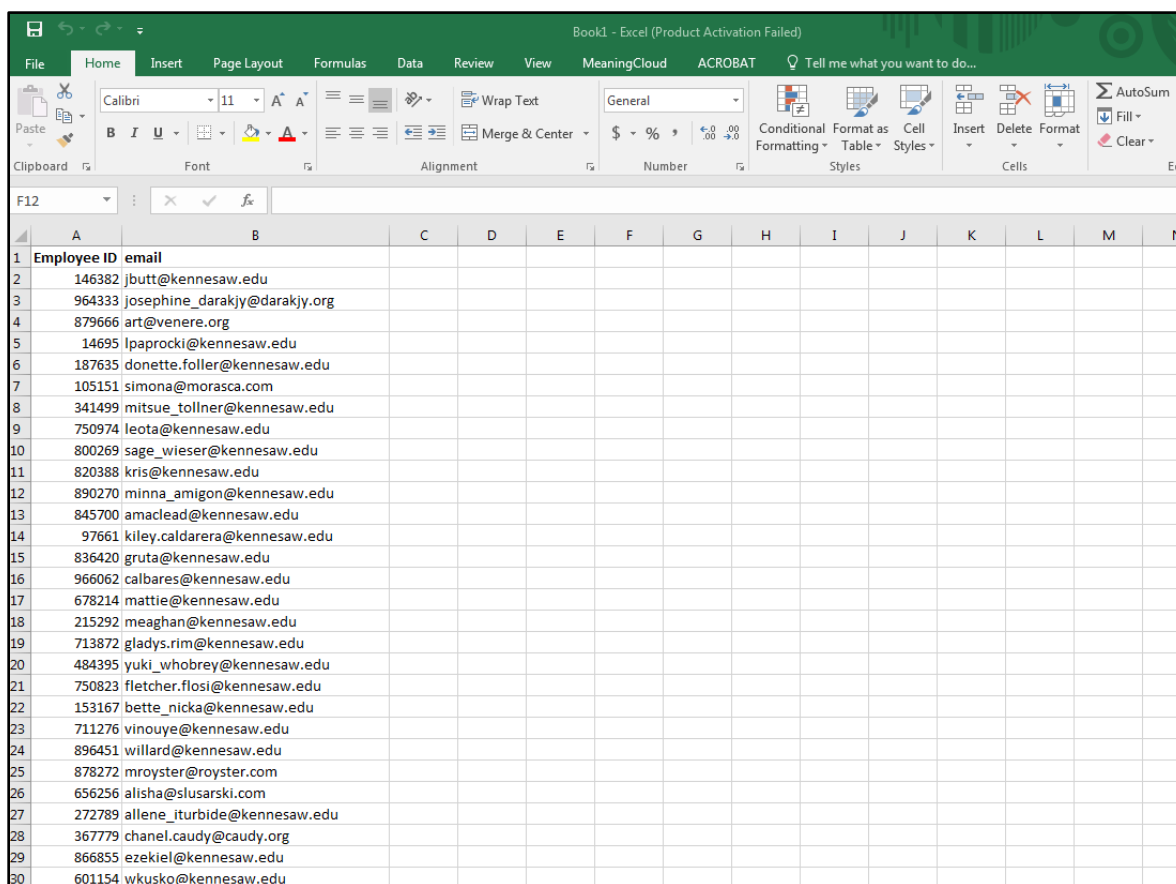
How to Obtain NetID from Email Address in Excel

While Data Point Viewer (DPV) always strives to meet your reporting needs, sometimes you will need to use the Net ID variable that is not available in your workbook.

When this happens, you will need to work with the Email Address indicator and format it in Excel to create your own Net ID.

1. Below is a small sample report in Excel. As we can see, we have the Employee ID and Email Address, but we need the Net ID too.

It is crucial to note that if employees do not have a “@kennesaw.edu” or “@studentskennesaw.edu” email, then this technique will **NOT** give you the Net ID. Net IDs are limited to KSU email addresses only. Later, we will go over how to validate email addresses and distinguish between employee and student addresses.

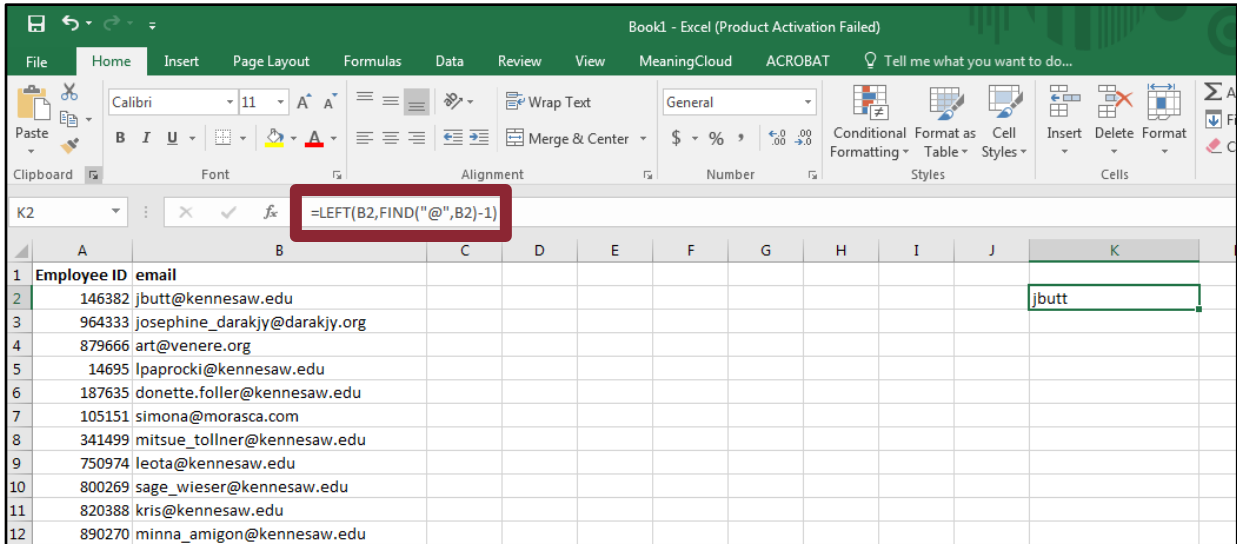


The screenshot shows an Excel spreadsheet with the following data:

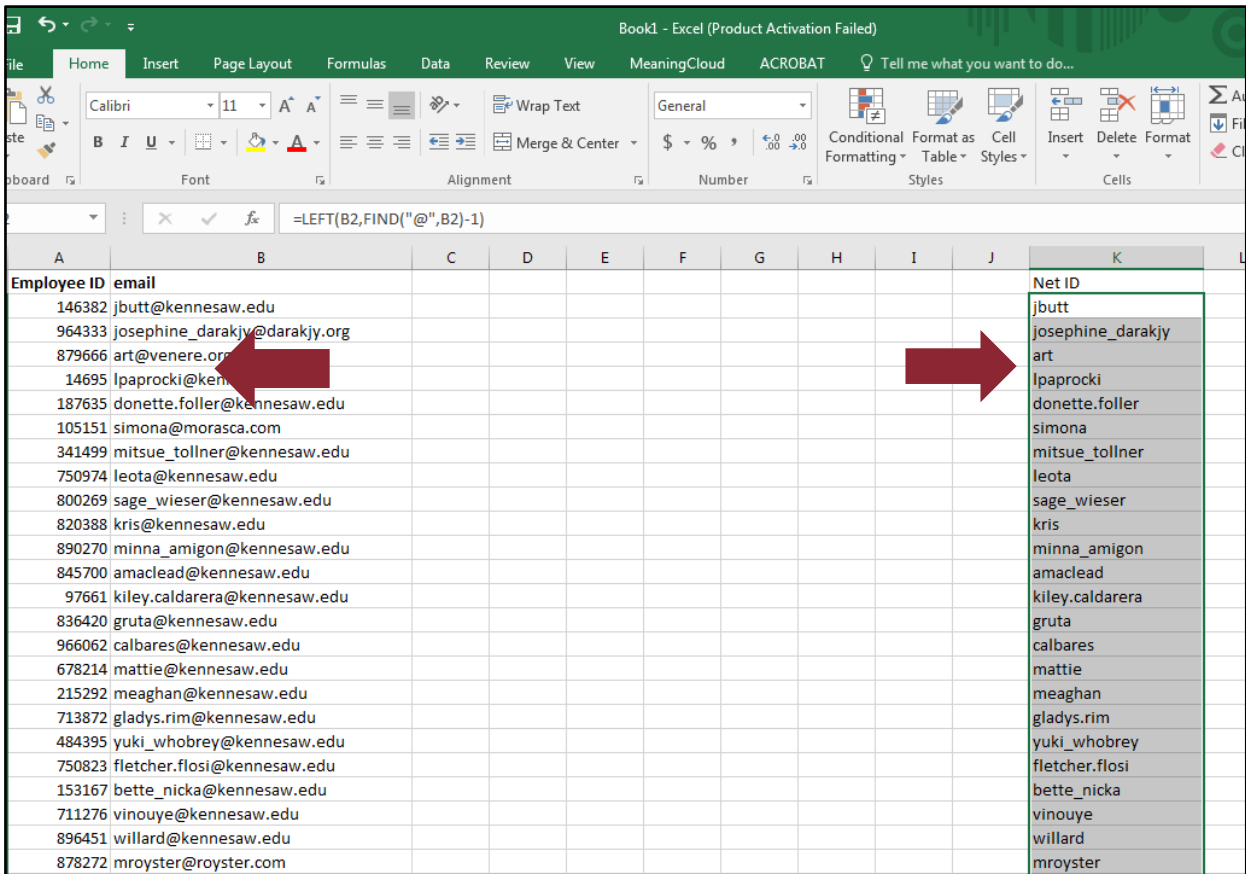
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Employee ID	email												
2	146382	jbutt@kennesaw.edu												
3	964333	josephine_darakjy@darakjy.org												
4	879666	art@venere.org												
5	14695	lpaprocki@kennesaw.edu												
6	187635	donette.foller@kennesaw.edu												
7	105151	simona@morasca.com												
8	341499	mitsue_tollner@kennesaw.edu												
9	750974	leota@kennesaw.edu												
10	800269	sage_wieser@kennesaw.edu												
11	820388	kris@kennesaw.edu												
12	890270	minna_amigon@kennesaw.edu												
13	845700	amaclead@kennesaw.edu												
14	97661	kiley.caldarera@kennesaw.edu												
15	836420	gruta@kennesaw.edu												
16	966062	calbares@kennesaw.edu												
17	678214	mattie@kennesaw.edu												
18	215292	meaghan@kennesaw.edu												
19	713872	gladys.rim@kennesaw.edu												
20	484395	yuki_whobrey@kennesaw.edu												
21	750823	fletcher.flosi@kennesaw.edu												
22	153167	bette_nicka@kennesaw.edu												
23	711276	vinouye@kennesaw.edu												
24	896451	willard@kennesaw.edu												
25	878272	mroyster@royster.com												
26	656256	alisha@slusarski.com												
27	272789	allene_iturbide@kennesaw.edu												
28	367779	chanel.caudy@caudy.org												
29	866855	ezeziel@kennesaw.edu												
30	601154	wkusko@kennesaw.edu												

2. Sometimes, Data Point Viewer can be touchy and will prevent you from creating equations in Excel columns near the data. For the reason, we will make a new column Net ID in location K1. Once we are done creating the Net ID, we can copy and paste the column where we'd like it to be permanently.

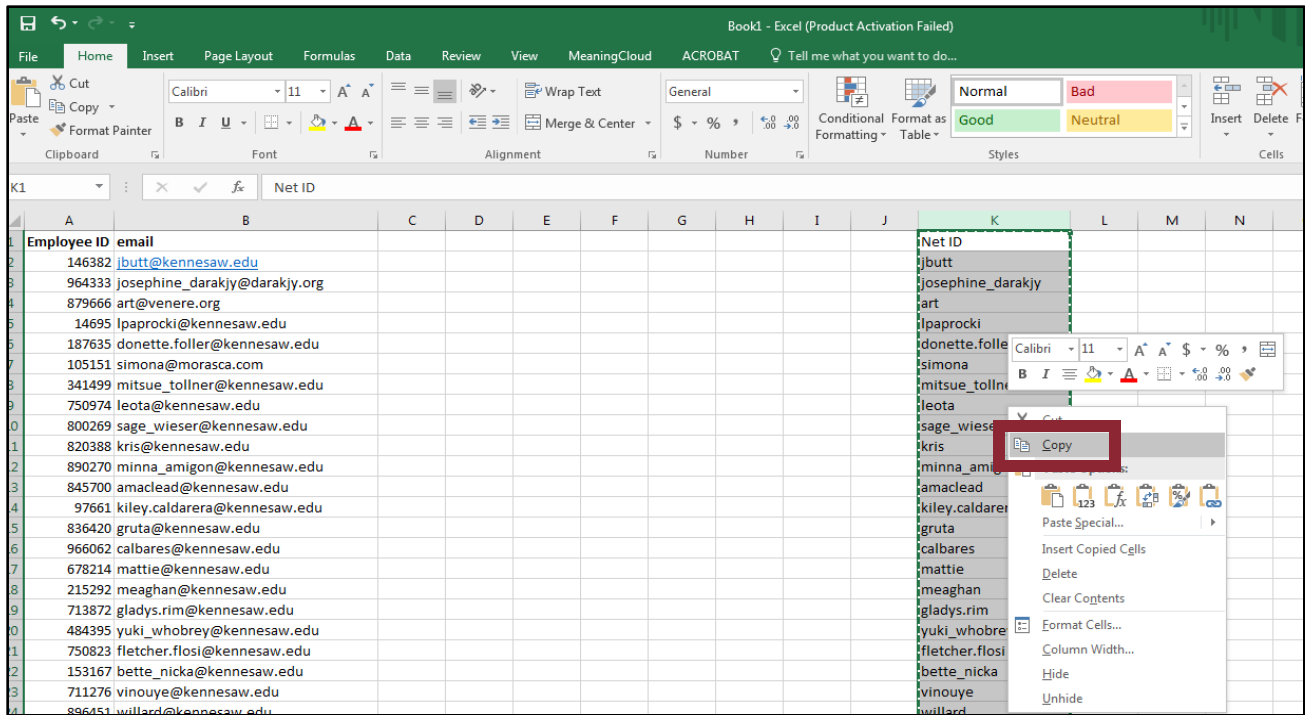
3. Start by typing “=” in location K2. Now type the following: LEFT(B2,FIND("@",B2)-1)



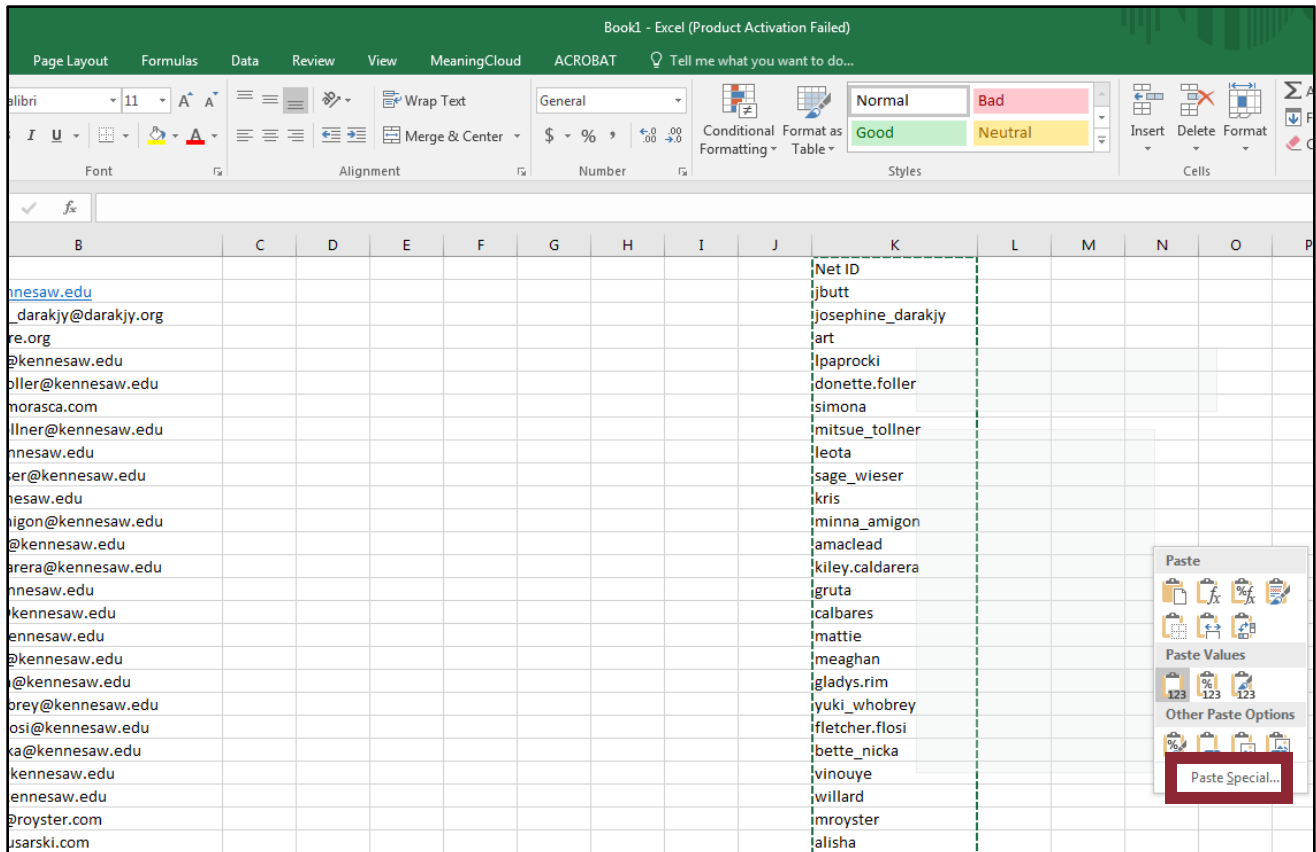
4. This equation will take all the text before the @ sign and display it in the cell. Press enter. You will see the first Net ID appear. Select the column K2 and hold down your cursor by the right lower corner of the cell. Drag the box down to the end of your data. It is important to note that not all the email addresses in this example are KSU emails, even though the Net ID field gets auto filled (highlighted by the red arrows).



- Now, we are going to remove the equation that we applied to the Net ID column. Highlight the column, right click and select Copy.



- Without moving your mouse, right click and hover over the Paste option. Hover over Paste Special, then select the first icon under Paste Values. Click on your column once and then hit Enter.



- You have removed the calculations on the Net ID column, and you are able to move/format the column as you'd like. The last step is to create a calculation that will flag whether or not the email address you have is a KSU address or not. Click on the L2 cell and type the following:

=IF(ISNUMBER(SEARCH("kennesaw",B2)),"OK","NOT OK")

Hit enter and drag the cell box down. We will flag the cells so that if it is a KSU email address, it will display "OK". If the email address is not a KSU email, the cell will display "NOT OK". Remember, this is the first step. We still need to pull out student employees, which is handled a similar way.

The screenshot shows an Excel spreadsheet with the following data:

Employee ID	email	Net ID	KSU Email
146382	jbutt@kennesaw.edu	jbutt	OK
964333	josephine_darakjy@darakjy.org	josephine_darakjy	NOT OK
879666	art@venere.org	art	NOT OK
14695	lpaprocki@kennesaw.edu	lpaprocki	OK
187635	donette.foller@kennesaw.edu	donette.foller	OK
105151	simona@morasca.com	simona	NOT OK
341499	mitsue_tollner@kennesaw.edu	mitsue_tollner	OK
750974	leota@kennesaw.edu	leota	OK
800269	sage_wieser@kennesaw.edu	sage_wieser	OK
820388	kris@kennesaw.edu	kris	OK
890270	minna_amigon@kennesaw.edu	minna_amigon	OK
845700	amaclead@kennesaw.edu	amaclead	OK
97661	kiley.caldarera@kennesaw.edu	kiley.caldarera	OK
836420	gruta@kennesaw.edu	gruta	OK
966062	calbares@kennesaw.edu	calbares	OK
678214	mattie@kennesaw.edu	mattie	OK
215292	meaghan@kennesaw.edu	meaghan	OK
713872	gladys.rim@kennesaw.edu	gladys.rim	OK
484395	yuki_whobrey@kennesaw.edu	yuki_whobrey	OK
750823	fletcher.flosi@kennesaw.edu	fletcher.flosi	OK

- Now, let's go to column M and flag student employees with a "students.kennesaw.edu" address. Type the following:

`=IF(ISNUMBER(SEARCH("students.kennesaw.edu",B2)),"OK","NOT OK")`

By sorting column M, we see one student employee. We can now sort the new columns to remove all non-KSU Net IDs and pull out the student employees, to ensure maximum accuracy.

Employee ID	email	NET ID	KSU Email	Student Email?
146382	jbutt@kennesaw.edu	jbutt	OK	NOT OK
964333	josephine_darakjy@darakjy.org	josephine_darakjy	NOT OK	NOT OK
879666	art@venere.org	art	NOT OK	NOT OK
14695	lpaprocki@kennesaw.edu	lpaprocki	OK	NOT OK
187635	donette.foller@kennesaw.edu	donette.foller	OK	NOT OK
105151	simona@morasca.com	simona	NOT OK	NOT OK
341499	mitsue_tollner@kennesaw.edu	mitsue_tollner	OK	NOT OK
750974	leota@kennesaw.edu	leota	OK	NOT OK
800269	sage_wieser@kennesaw.edu	sage_wieser	OK	NOT OK
820388	kris@kennesaw.edu	kris	OK	NOT OK
890270	minna_amigon@kennesaw.edu	minna_amigon	OK	NOT OK
845700	amaclead@kennesaw.edu	amaclead	OK	NOT OK
501	51825 jgabisi@students.kennesaw.edu	jgabisi	OK	OK

- There you have it! You can now create a column of Net IDs by using the email variable and you can flag which employees do not have a @kennesaw.edu or @students.kennesaw.edu for a primary address.

Upcoming Payroll Dates

September 2016

<p><u>1st Biweekly Pay September</u></p> <p>SPARs due: 8/25/2016 eTIME due: 8/26/2016, by 11:59 pm Lockout: 8/29/2016 at 8:00 am Pay date: 9/2/2016</p> <p><u>2nd Biweekly Pay September</u></p> <p>SPARs due: 9/8/2016 eTIME due: 9/09/2016, by 11:59 pm Lockout: 9/12/2016 at 8:00 am Pay date: 9/16/2016</p>	<p><u>3rd Biweekly Pay September</u></p> <p>SPARs due: 9/22/2016 eTIME due: 9/23/2016, by 11:59 pm Lockout: 9/26/2016 at 8:00 am Pay date: 9/30/2016</p> <p><u>September Monthly Pay</u> (First Fall pay for part-time faculty)</p> <p>SPARs/STRs due: 9/21/2016 eTIME due: 9/22/2016, by 11:59 pm Lockout: 9/23/2016 at 8:00 am Pay date: 9/30/2016</p>
---	---

October 2016

<p><u>1st Biweekly Pay of October</u></p> <p>SPARs due: 10/6/2016 eTIME due: 10/7/2016, by 11:59 pm Lockout: 10/10/2016 at 8:00 am Pay date: 10/14/2016</p> <p><u>2nd Biweekly Pay of October</u></p> <p>SPARs due: 10/20/2016 eTIME due: 10/21/2016, by 11:59 pm Lockout: 10/24/2016 at 8:00 am Pay date: 10/28/2016</p>	<p><u>October Monthly Pay</u></p> <p>SPARs/STRs due: 10/20/2016 eTIME due: 10/21/2016, by 11:59 pm Lockout: 10/24/2016 at 8:00 am Pay date: 10/31/2016</p>
---	--

November 2016

<p><u>1st Biweekly Pay of November</u></p> <p>SPARs due: 11/2/2016 eTIME due: 11/3/2016, by 11:59 pm Lockout: 11/4/2016 at 8:00 am (Friday) Pay date: 11/10/2016</p> <p><u>2nd Biweekly Pay of November</u></p> <p>SPARs due: 11/16/2016 eTIME due: 11/17/2016, by 11:59 pm Lockout: 11/18/2016 at 8:00 am (Friday) Pay date: 11/25/2016</p>	<p><u>November Monthly Pay</u></p> <p>SPARs/STRs due: 11/17/2016 eTIME due: 11/18/2016, by 11:59 pm Lockout: 11/21/2016 at 8:00 am Pay date: 11/30/2016</p> <p>*All November pay runs have earlier due dates due to the Veterans Day and Thanksgiving Day holidays.</p>
--	--

December 2016

December Staff and Faculty due and pay dates are still pending with the Shared Services Center. We will include a calendar update with a future BIN electronic email.

Thank you for reading this issue of the BIN.
Comments? Questions? Suggestions?
Contact us at:
decision_support@kennesaw.edu.

BIN Team:
Ashlee Hooper, HRIS Analyst and Newsletter Editor
Noelle Davis, HRIS Manager
Brad Smith, Director of Payroll Services & HRIS