



Human Resources  
Information Systems

# The Business Intelligence Newsletter

Fall 2015, Issue 9

**See What's in the BIN!**

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## Application Spotlight

### Jessica Baker – Senior Human Resources Partner

The Human Resource partners have a difficult and demanding position. They work daily with assigned departments and divisions and are tasked with assignments ranging from mass changes to organizations, compensation and classification studies, assessments of organization, and ad-hoc reporting requests from the directors and managers that they support.

Jessica Baker has been an HR Partner at Kennesaw State University for nearly six years. The Business Intelligence front-end tool, Decision Point, has been key in maintaining her excellent customer service reputation.

“This reporting tool has been amazing for us,” Jessica stated. “Prior to this we had to run screen prints and bounce back and forth between screens to compile the information that we needed for analysis and reporting.”

Decision Point has allowed Jessica and the other HR partners to extract data when needed to meet the reporting requests of their customers. In addition, the ability to filter, sort, and export data to Excel has helped make reclassification reviews, compensation and classification, and internal equity reviews much easier.

Jessica has used the tool to assist in mass maintenance to employee records when supervisors change or when departments or divisions go through a reorganization. Rather than making screen prints of individual records for data maintenance, Jessica can easily pull complete position management reports and lay out the changes that are needed to meet the demands of the organization.

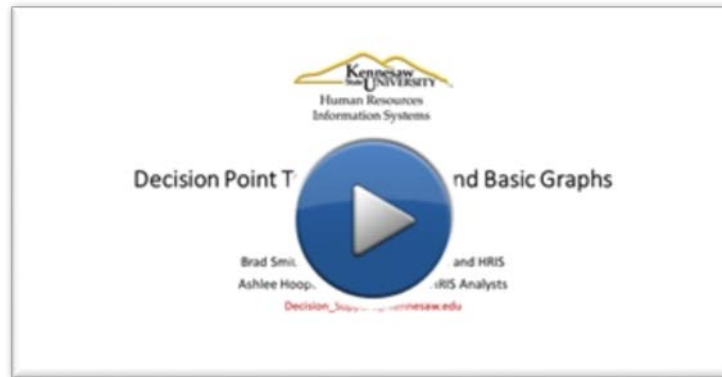


“It gives us the flexibility to look at different departments and compare employees who are in similar classifications while looking at service time and other specifics that we need for proper analysis,” Jessica said. “It’s great for extracting data that we need for meetings so that we are prepared to respond to what the directors and managers need.”

# HRIS Online Resources

Please continue to visit our website: [payroll.kennesaw.edu/HRIS](http://payroll.kennesaw.edu/HRIS) for resources to assist you with using the Business Intelligence tools.

- New! Our Tips and Techniques page has a video for anyone who missed the Decision Point training earlier this fall or would like a refresher. Click on the graphic below to be taken directly to the video.



- New! We have added Data Dictionaries to the website to provide users more detail on the variables available in the snapshots. We also have all of the available snapshots listed by functional area.
- Due to space considerations, we are loading data dictionaries as requested. If you don't see the one you need, please email us at [decision\\_support@kennesaw.edu](mailto:decision_support@kennesaw.edu).
- Past issues of the *Business Intelligence Newsletter* are always available on our site.

*No worries! This won't be you, since you're using Dell's Toad Business Intelligence tools!*



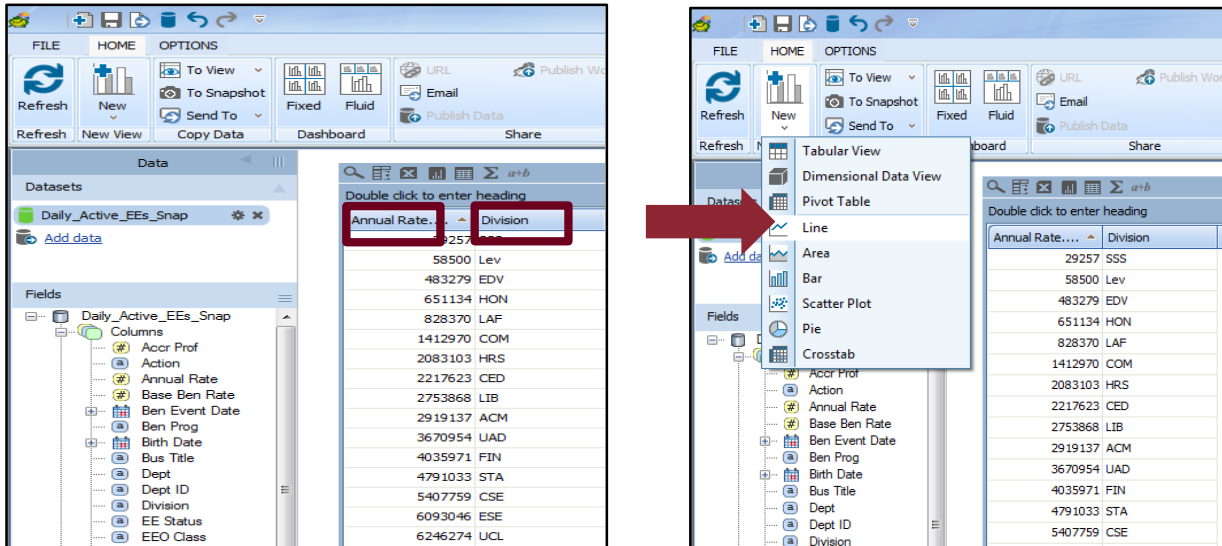
## Lunch and Learn – January 2016

Happy New Year! Our first Lunch and Learn of 2016 is scheduled for Thursday, January 21 in the Town Point 2<sup>nd</sup> floor conference room from 11:30 – 1:30. The plan is to have a presentation from UITs on Advanced Excel. We will send out an email reminder closer to the event, but pencil it into your calendar now.

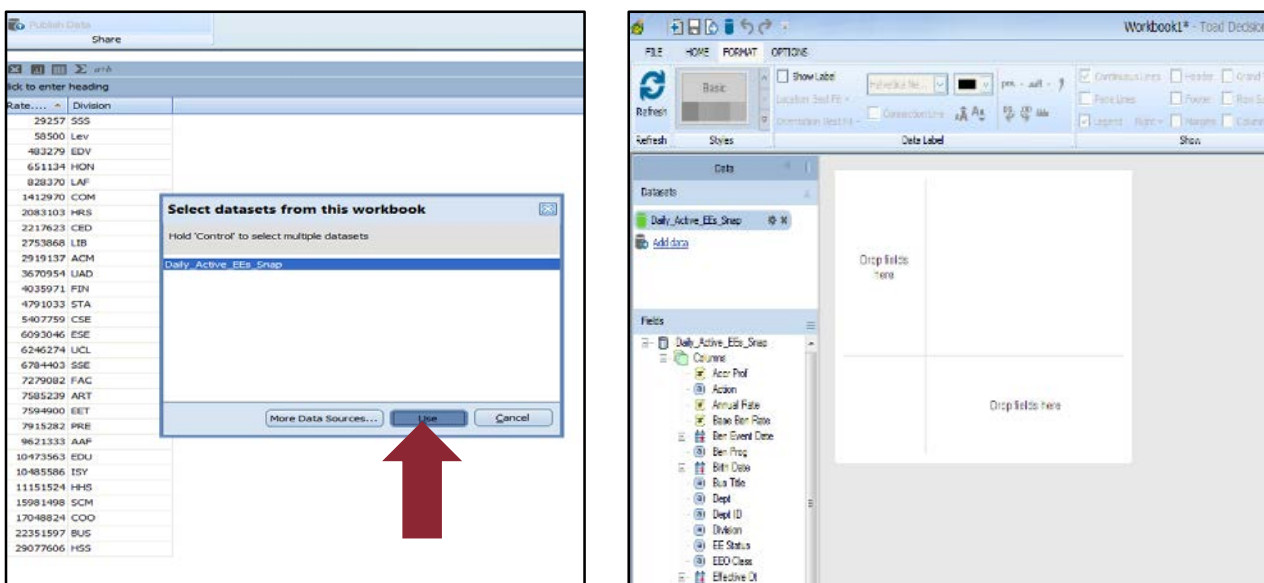
## Tips & Techniques: *Creating Dashboards in Decision Point*

In addition to providing report generation tools to users, Decision Point also offers various dashboard capabilities. This allows you to create multiple graphs of any kind (pie chart, bar graphs, line graphs, etc.) and to display your report all on one view.

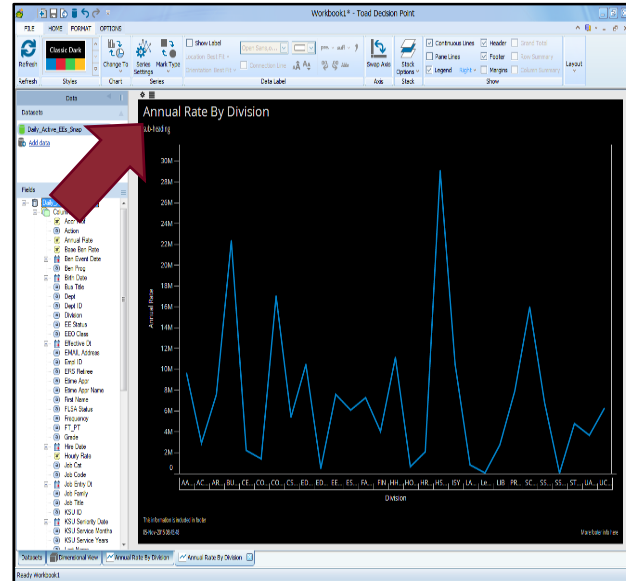
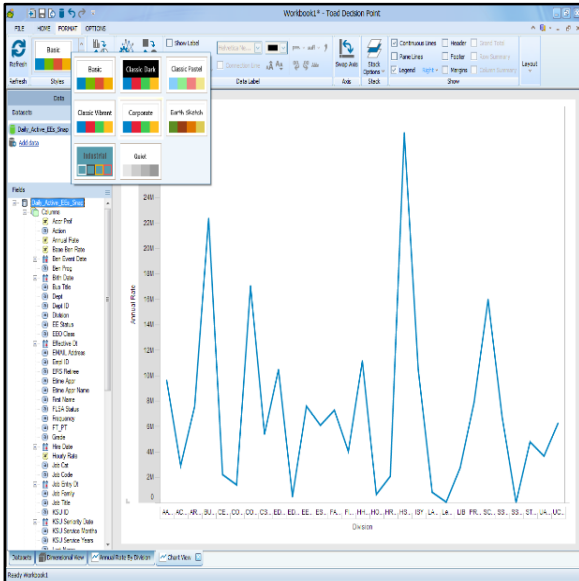
1. To begin, we need to choose what variables we want to display graphically. Open Decision Point and select the variables of interest. For this example, we will look at Annual Rate and Division. Click on the “New” dropdown icon. This dropdown gives you the opportunity to select the graph style you want. Choose “Line” graph.



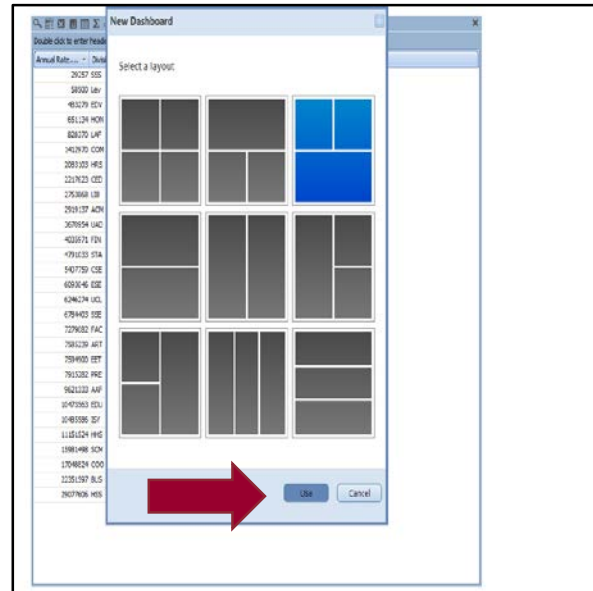
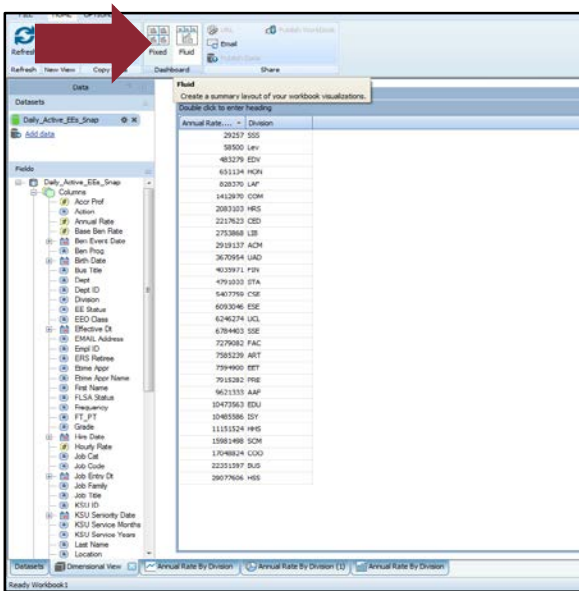
2. A new window will pop up. Verify that the dataset you wish you use for your graph is selected and click “Use.” After the dataset has been selected, a new sheet will appear. Select the variables you want to display in the respective axes.



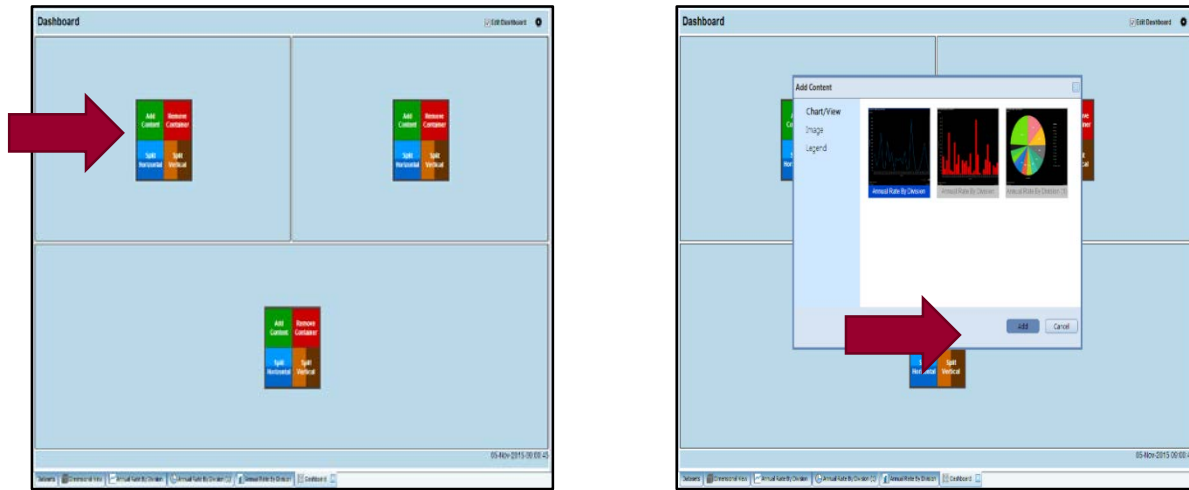
- Your chart has been created. You can apply a theme to change colors of the graph or stay with the default layout. For this example, we are going to add a theme by clicking on the “Basic” icon. Click on the “Chart View” text within your graph to change the title of the image



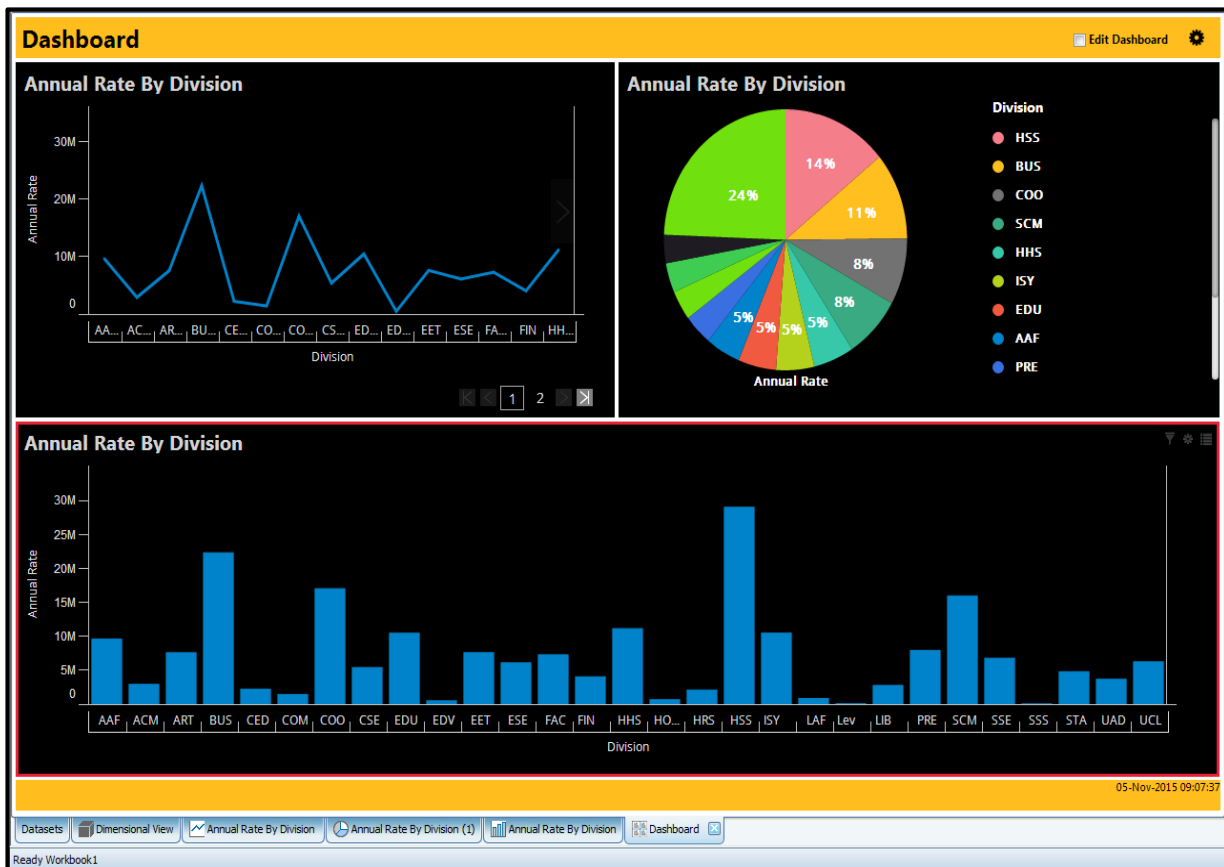
- We are going to create three more graphs in the same way with the same information. To make a new graph, go to the original Dimension View and click on the “New” icon. After these graphs have been created, we can create our dashboard. To create a dashboard, go to the Dimension View and click on the “Fixed” icon at the top of the page. A new window will pop up. Click on all the visualization layout you wish to include in your dashboard. Click on “Use.”



- The dashboard layout will display in a new window. To add your visualization to the document, click on the green "Add Content" button. Select the graph you want to add to that particular location. Now, click on the "Add" button.



- Repeat the previous step to include all the graphs that you want to include in your dashboard. If you need to remove a graph click on the red "Remove container" icon. Once you are ready to complete your dashboard, uncheck the "Edit Dashboard" icon in the upper right hand of the page. This will remove the editing icons. If you want to send your document to someone, you can click on the wheel symbol beside the "Edit Dashboard" icon and highlight the generated URL.



## Upcoming Payroll Dates

### December 2015 **\*\*Check for early deadlines**

<p><u>1st Biweekly Payroll of December (D15)</u>            SPARS due: Thursday, 12/03/15            eTIME due: Friday, 12/04/15 by 11:59 pm            Lockout: Monday, 12/07/15 at 8:00 am            Pay Date: Friday, 12/11/15</p> <p><u>2nd Biweekly Payroll of December (D25) **</u>            SPARS due: Tuesday, 12/15/15            eTIME due: Wednesday, 12/16/15 by 11:59 pm            Lockout: Thursday, 12/17/15 at 8:00 am            Pay Date: Thursday, 12/24/15</p>	<p><u>December Faculty Payroll (D45) **</u>            SPARS due: Friday, 12/04/15            eTIME due: Monday, 12/07/15 by 11:59 pm            Lockout: Wednesday, 12/09/15 at 8:00 am            Pay Date: Tuesday, 12/15/15</p> <p><u>December Monthly Payroll (D35) **</u>            SPARS due: Monday, 12/14/15            eTIME due: Tuesday, 12/15/15 by 11:59 pm            Lockout: Wednesday, 12/16/15 at 8:00 am            Pay Date: Thursday, 12/31/15</p>
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### January 2016 **\*\*Check for early deadlines**

<p><u>1st Biweekly Payroll of January (116) **</u>            SPARS due: Thursday, 12/17/15            eTIME due: Friday, 12/18/15 by 11:59 pm            Lockout: Monday, 01/04/16 at 8:00 am            Pay Date: Friday, 01/08/16</p> <p><u>2nd Biweekly Payroll of January (126) **</u>            SPARS due: Wednesday, 01/13/16            eTIME due: Thursday, 01/14/16 by 11:59 pm            Lockout: Friday, 01/15/16 at 8:00 am            Pay Date: Friday, 01/22/16</p>	<p><u>January Monthly Staff Payroll (136)</u>            SPARS due: Wednesday, 01/20/16            eTIME due: Thursday, 01/21/16 by 11:59 pm            Lockout: Friday, 01/22/16 at 8:00 am            Pay Date: Friday, 01/29/16</p>
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### February 2016

<p><u>1st Biweekly Payroll of February (216)</u>            SPARS due: Thursday, 01/28/16            eTIME due: Friday, 01/29/16 by 11:59 pm            Lockout: Monday, 02/01/16 at 8:00 am            Pay Date: Friday, 02/05/16</p> <p><u>2nd Biweekly Payroll of February (226)</u>            SPARS due: Wednesday, 02/11/16            eTIME due: Thursday, 02/12/16 by 11:59 pm            Lockout: Monday, 02/15/16 at 8:00 am            Pay Date: Friday, 02/19/16</p>	<p><u>February Monthly Staff Payroll (236)</u>            SPARS due: Thursday, 02/18/16            eTIME due: Friday, 02/19/16 by 11:59 pm            Lockout: Monday, 02/22/16 at 8:00 am            Pay Date: Monday, 02/29/16</p>
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Thank you for reading this issue of the BIN.

Comments? Questions? Suggestions? Contact us at [decision\\_support@kennesaw.edu](mailto:decision_support@kennesaw.edu).

**BIN Team:**

Brad Smith, Director of Payroll Services & HRIS  
 Noelle Davis, HRIS Analyst & Newsletter Editor  
 Ashlee Hooper, HRIS Analyst

# 'Twas the Day Before Holiday

*(Thanks to Brad Smith for this holiday send off!)*

'Twas the day before Holiday, and all through Town Point  
The staff was still working all over the joint  
The greetings were passed to and from everyone  
In hopes that our work would soon be all done

The staff was all nestled all snug in their chairs  
With visions of holidays and a break from their cares  
And Amy in her office, and I in my room  
Had just finished our work, at least we assumed

When out of the hallway there came a loud rumble  
Something was wrong we all heard him mumble  
Up from our desks we arose very fast  
The staff to the work room where we were amassed

The noise of the room was soon changed to a hush  
Afraid that our Holiday would meet with a crush  
When to our wondering eyes did appear  
But our fearless leader, his face full of cheer

With his eyes all aglow, so mischievous and fun  
We knew in a moment the break had begun  
More cheerful and happy his words they began  
And he greeted and thanked each woman and man

Go Florence, Go Sandy, Go Evans and Lisa!  
Go LaDawn, Go Salena, Go Tamara and Ashlee!  
To the door of your car, to the road to your home,  
Merry Christmas, Happy Kwanza, and also Shalom!

And then in a minute I heard him conclude  
Our work here is done, now time for some food!  
As we raced to our cars and all met for the lunch  
We knew it was over, no more year-end crunch

Rod spoke a few words just before we all ate  
He thanked us for working and a job that was great  
Then stepping aside as he beckoned us in  
It's time to pig out, so let us begin!

At the end of the party, we had a quick thought  
We should thank him, for the battles he's fought  
But I heard him exclaim, as we left for the break  
Merry Christmas to all, and let's have some cake!