



Human Resources  
Information Systems

# The Business Intelligence Newsletter

Spring 2015, Issue 7

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## **Application Spotlight**

### **Kevin Gecowets, Director – Center for University Learning**

The Center for University Learning (CUL) is responsible for tracking compliance with University System Ethics training. They also assist other departments with their compliance training records. This means tracking over 6000 employees' training records which are kept in multiple databases and systems.

"Prior to having access to Decision Point we were comparing multiple spreadsheets manually," stated Kevin Gecowets, Director of the Center. "This took up to three days of someone's time every week for each course that needed to be tracked."

Kevin knew that his time, and that of his staff, would be better spent on developing new classes, updating communications, and facilitating class sessions. In an effort to automate the tasks needed to monitor and track compliance and training, Kevin turned to the Business Intelligence front-end tool, Decision Point.

Decision Point allowed Kevin and his staff to automatically compare current employee data with reports generated in OwlTrain, D2L Brightspace, and other training data. "What used to take days is now completed in a matter of hours, freeing our staff to focus on other tasks," Kevin commented.

Future plans include using the Business Intelligence tool to automatically load required coursework into OwlTrain training plans. This will eliminate manual handling of the data, which can lead to errors. The CUL is also looking forward to the BI tool's help with snapshots of which employees are taking elective professional development courses by department, college, and position.

"The Business Intelligence tool has been a huge benefit to our department and our customers with compliance and administration," said Kevin.

*"What used to take days is now completed in a matter of hours, freeing our staff to focus on other tasks."*

# Hello and Good-bye...

## Welcome to New Users

We would like to welcome some new members to the Business Intelligence family!

**LuAnn Cross** joined Kennesaw State University as a Human Resource partner in March 2015. Originally from Iowa, LuAnn has worked in the field of Human Resources for several years in Florida, Michigan, and Georgia. LuAnn's human resources experience includes working in the financial services, travel services, and automotive industries. LuAnn obtained her bachelor's degree in business from St. Ambrose University and she also has her Senior Professional in Human Resources (SPHR) certification.

**Alexandra "Alex" Tatum** is a Kennesaw native who has grown up alongside and along with the university. She came to Kennesaw State University in 2008 to pursue her undergraduate degree in Mathematics. After leaving KSU she spent a short time as an editor and writer of supplemental mathematics texts and then decided to return to KSU to expand her knowledge of her true passion, data analytics. To that end, Alex recently graduated with a master's degree in Applied Statistics. Alex and her boyfriend enjoy spending time remodeling their outdated home purchased last year. When relaxation calls you can find Alex at the dog park with her Pekingese/Bulldog mix, Braxton. She also enjoys swimming, listening to music, or playing cards with neighbors, friends, and family.

## A Sad Announcement

It is with a heavy heart that we have to say good-bye to John White, Manager of HRIS. John's last day with Kennesaw State University will be June 4<sup>th</sup> after which he will be moving on to other opportunities. While John has been with us for a little over one year, he has added a tremendous amount of value to HRIS, Payroll Services, Benefits, and HR in general. Recently he has mentored Noelle Davis as she moved into a new position as HRIS Analyst. John's technical skills, work ethic, and spirit of cooperation will be missed and we wish him well in his future endeavors.

John, you will be missed!

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## Payroll Services and HRIS Website Update

Payroll Services and Human Resource Information Systems (HRIS) will soon be joining the growing group of Kennesaw State University departments who are converting to the new web site platform: OmniUpdate.

OmniUpdate is the leading content management system (CMS) for higher education institutions. It is currently used to manage more than 700 of the world's finest college and university websites and it is now the CMS of choice for Kennesaw State University.

As part of the conversion to the OmniUpdate CMS, Payroll Services and HRIS will be reviewing and updating the content that exists on the current website. In addition, new toolkits for graduate teaching and research assistants and part time faculty members will be added. Finally, the HRIS portion of the website will be expanded to include even more valuable reference data for our BI users.

The roll-out of the new and approved web site will be announced on KSU Inform and we encourage you to visit the site and explore the information available.

## From the Developer's Desk: *Building a suite of HRIS online applications*

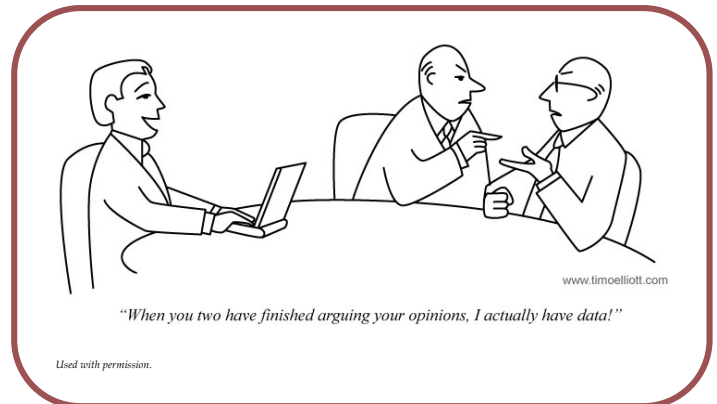
After the successful rollout of the One Time Deduction (OTD) online application, HRIS has been working diligently on several other applications to support the Human Resource teams, including starting a new venture with Jackie Duncan and Alex Tatum of the Process Improvement team.

John White is wrapping up the final components of the new Joint Staffing Agreement (JSA) online application. The application will allow Payroll Services to create and track JSAs in a single database through all phases of the process including creating required compensation agreements, invoicing requesting institutions, paying affected employees, and transmitting the final journal entry to Finance and Accounting. Using this online tool will significantly reduce the time needed now to field inquiries on JSAs and to create all the documents needed to successfully complete the process.

Noelle Davis is working on an in-house application to gather and report on Special Pay Requests (SPARs). Currently, Payroll Services is using an Access database to record and report on this information. The online application is projected to reduce data entry time by using standardized information on employee and department cost fields available from the Toad Business Intelligence Suite data. Because it will be an online resource, Payroll Services and Human Resources will be able to access, report on, and review information related to these payments, with the goal to expedite the approval of payroll payments to employees.

Conceptual work has begun on an application to provide an online portal for users of the non-paid affiliate/long term visitor (NPA/LTV) process recently updated and re-rolled out to campus by the Process Improvement team. The design of the application has begun to take shape. Stay tuned for updates on the work being done on behind the scenes data tables and integration with Toad reporting functionalities in the coming months.

**When the JSA online tool goes live, it will be the second application created and maintained by the HRIS team. With these and the future applications, HRIS will be well along the road to achieving their goal of providing a suite of integrated HRIS solutions to support the Human Resource functions and the KSU community.**



## Lunch and Learn Schedule and Topics

### Payroll Services and HRIS

11:30 a.m. – 1:30 p.m., Town Point, 2<sup>nd</sup> Floor

Date	Location	Topic	Presenter
Thursday, June 18	TP 2220	<b>Advanced PowerPoint</b>	Randy Dean
Thursday, July 16	TP 2220	<b>Stress Management</b>	Sherry Grable
Thursday, August 20	TP 2220	<b>Advanced Word</b>	Evan Atkin
Tuesday, September 22	TP 2220	<b>Advanced Excel</b>	Kyle Williams
Tuesday, October 20	TP 2220	<b>eTIME Accrual and Reporting</b>	Julie Wolfert

# Upcoming Payroll Dates

## June 2015

### 1st Biweekly Payroll (615)

SPARS due: Thursday, June 4  
eTIME due: Friday, June 5 by 11:59 pm  
Lockout: Monday, June 8 at 8:00 am  
Pay Date: Friday, June 12

### 2nd Biweekly Payroll (625)

SPARS due: Thursday, June 18  
eTIME due: Friday, June 19 by 11:59 pm  
Lockout: Monday, June 22 at 8:00 am  
Pay Date: Friday, June 26

### Monthly Staff Payroll (635)

SPARS due: Friday, June 19  
eTIME due: Monday, June 22 by 11:59 pm  
Lockout: Tuesday, June 23 at 8:00 am  
Pay Date: Tuesday, June 30

### Monthly Faculty Payroll (655)

SPARS due: Friday, June 19  
eTIME due: n/a  
Lockout: Tuesday, June 23 at 8:00 am  
Pay Date: Tuesday, June 30

## July 2015

### 1st Biweekly Payroll (715)

#### **\*Early Deadlines\***

SPARS due: Wednesday, July 1  
eTIME due: Thursday, July 2 by 11:59 pm  
Lockout: Monday, July 6 at 8:00 am  
Pay Date: Friday, July 10

### 2nd Biweekly Payroll (725)

SPARS due: Thursday, July 16  
eTIME due: Friday, July 17 by 11:59 pm  
Lockout: Monday, July 20 at 8:00 am  
Pay Date: Friday, July 24

### Monthly Staff Payroll (735)

SPARS due: Tuesday, July 22  
eTIME due: Wednesday, July 23 by 11:59 pm  
Lockout: Friday, July 24 at 8:00 am  
Pay Date: Friday, July 31

### Monthly Faculty Payroll (745)

SPARS due: Tuesday, July 22  
eTIME due: n/a  
Lockout: Friday, July 24 at 8:00 am  
Pay Date: Friday, July 31

## August 2015

### 1st Biweekly Payroll (815)

SPARS due: Thursday, July 30  
eTIME due: Friday, July 31 by 11:59 pm  
Lockout: Monday, August 3 at 8:00 am  
Pay Date: Friday, August 8

### 2nd Biweekly Payroll (825)

SPARS due: Thursday, August 13  
eTIME due: Friday, August 14 by 11:59 pm  
Lockout: Monday, August 17 at 8:00 am  
Pay Date: Friday, August 21

### Monthly Staff Payroll (835)

SPARS due: Thursday, August 20  
eTIME due: Friday, August 21 by 11:59 pm  
Lockout: Monday, August 24 at 8:00 am  
Pay Date: Monday, August 31

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

John White, HRIS Manager

Noelle Davis, HRIS Analyst & Newsletter Editor