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Application Spotlight

Extending the Power of Business Intelligence to Academic Business Managers

Human Resource Information Systems (HRIS) is excited to announce that the power of the Dell Business Intelligence Suite will soon be extended to academic department business managers. A few months ago, a prototype rollout was successfully completed which gave BI Tool access to Sandy Parr of the Wellstar College of Health and Human Services and Ana Sahasrabudhe of the College of Humanities and Social Sciences.

For employees within their respective colleges, business managers have available: active employees with their payroll distributions; all employees within their college with their current status; general ledger expense charges; payments to GRAs; overload payments to faculty; and position management data. Secured access by college and school is in place and business managers will be able to see data only for their school.

HRIS hopes that making this information available to the business managers will enable them to research issues more efficiently and provide answers to questions without the delay of waiting for other departments. Better, more accurate, and faster data will now be available in order to assist the business managers in making better decisions and allowing them to respond to inquiries from Chairs and Deans in a more timely manner.

(continued...)



Application Spotlight (continued)

Training for business managers will soon be announced for Tuesday, September 29th in the HR training room at Town Point. Invitations to the academic area business managers will go out shortly with the scheduled times. HRIS analysts Noelle Davis and Ashlee Hooper will provide the training, tips and techniques plus ongoing support to these new users.

So, let's welcome the next group of BI users to our family of users. They are:

Belinda Pearson, Bagwell College of Education

Brian Ellis, College of Computing and Software Engineering

Caitlin McCarthy, College of Architecture and Construction Management

Lynn Kirkland, College of Engineering and Engineering Technology

Marie Manuel, College of Science and Mathematics

Michael McGehee, College of the Arts

Raveena Kamra, Coles College of Business

Sandra Cobb, Continuing Education

Zai Sookram, University College

New HRIS Analyst: *Ashlee Hooper*



Ashlee is thrilled to join the HRIS team and has been very active in the KSU community over the past few years. She previously worked in University Development and recently graduated from KSU with a Master's of Science in Applied Statistics. She is new to the field of Analytics, but is eager to learn as much as possible in her HRIS role. She will be assisting Noelle in day-to-day report generation, and will be learning all aspects of the TOAD Business Intelligence tool. She is looking forward to taking advantage of the remarkable amounts of data HRIS has access to.

Ashlee has been involved in some exciting projects. Just next month HRIS will be offering a Decision Point Presentation for KSU Business Managers. She is working hard on creating the Data Dictionary and is continuing to run the biweekly ADP reports. Ashlee is also producing an interactive dashboard using pre-existing payroll data. This report will look at termination/retention rates and will drill down further by university division, department, and position.

Ashlee lives in Kennesaw with her husband and two puppies, Rocko and Chloe. Ashlee has an undergraduate degree in Psychology and enjoys learning about others. In her free time, she enjoys working out and going to concerts. She frequently visits Kennesaw Mountain to hike with her dogs, their home away from home. She is a horror movie expert and has an obsession for Halloween. She loves to play piano and has an interest in anything involving numbers. She is excited to be back at KSU and is looking forward to working with such a great Payroll Services and HR team.

From the Developer's Desk: *A new HRIS online application*

HRIS recently rolled out an in-house application to record and report on Special Pay Requests (SPARs). This is our second application developed internally after the successful launch of the One Time Deduction (OTD) online application.

With this new application, we hope to improve data accuracy for entry and reporting by using standardized information on employee and department cost fields available from the Toad Business Intelligence Suite. Human Resources approvers are now able to review payment requests online, significantly reducing the number of times that paper forms will need to be passed back and forth and increasing the speed of the approval process.

Further enhancements are in the works, including the ability to automatically email requestors when SPARs are approved and in the payment pipeline. Next on our list is completing the Joint Staffing Agreement (JSA) application to allow users in HR and Payroll Services the ability to track progress on these documents and payments to affected employees.

Payroll Services and HRIS Website

It's up and live: you can now access the Human Resource Information Systems (HRIS) page on the Payroll Services website at <http://payroll.kennesaw.edu/hris>.

Bookmark this page because it's your link to valuable HRIS information including past issues of the BIN and summaries of the Decision Point Snapshots. We will continue to expand the information included on the website to provide even more valuable reference data for our BI users.

Lunch and Learn Schedule and Topics

Presented by Payroll Services and HRIS

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

Date	Location	Topic	Presenter
Thursday, August 20	TP 2220	Advanced Word	Evan Atkin
Tuesday, September 17 <i>*new date*</i>	TP 2220	Advanced Excel	Kyle Williams
Tuesday, October 20	TP 2220	eTIME Accrual and Reporting	Julie Wolfert

Tips and Techniques:

Linking an Excel File to a BI Snapshot

One of the most common questions that the HRIS team receives is, “How do I link this Excel spreadsheet that I have to one of the BI snapshots so I can merge the data?” The ability to link data from a Business Intelligence snapshot in order to supplement data in an Excel spreadsheet is a major advantage of the Decision Point application. Whether the Excel spreadsheet is from an external source or created within the KSU community, you can merge any spreadsheet with data from the BI snapshots as long as you have a common field in a common format.

As an example, let’s pretend that you have an Excel file from an external source and one of the fields is the ADP Employee Number. Here are a few important tips for a successful merger of data.

1. Make sure that you have similar column headings.

This will make it link to a database snapshot automatically since the snapshots contain this same field name. So, in the Daily_Active_EEs_Snap there is field called “Empl ID”. Therefore, you will want to have the employee ID column in the Excel file named “Empl ID”.

2. Make sure that this column is formatted as text with a leading apostrophe (').

The database snapshots have the “Empl ID” field formatted as a text field with a leading apostrophe so that leading zeros are not dropped when converting a BI report to an Excel file.

If you have an Excel file that has the Employee ID formatted as a number (i.e., no leading zeros), here is an easy way to create a column formatted properly.

- Insert a new column and make the title “Empl ID” (see 1, above)
- The formula to convert the numeric employee id is:
=CONCATENATE("'",text(B2,"0000000"))

Note that there is an apostrophe between the quotes and B2 represents the cell that contains the numeric employee ID.

If you have an Excel file that has the Employee ID as a text field (i.e., with leading zeros) you will still need to add the apostrophe at the beginning.

- Insert a new column and make the title “Empl ID” (see 1, above)
- The formula to convert the text field of employee id is:
=CONCATENATE("'",B2)

Note that there is an apostrophe between the quotes and B2 represents the cell that contains the numeric employee ID.

Now your Excel file will link to the database snapshot based on the fields “Empl ID” automatically.

(Continue to the next page to see how to merge the updated Excel file with a BI snapshot.)

Tips and Techniques:

Linking an Excel File to a BI Snapshot (continued)

Now that you are ready to merge the Excel file with a BI snapshot, the following steps are recommended:

1. Pull the Excel file into Decision Point first.

- Data Source = Microsoft Excel
- Browse to find your Excel file
- Make sure that the proper worksheet is selected if there are more than one in the workbook.
- Check the “Review column properties” box so that you verify your data.

2. Pull the Snapshot into Decision Point second.

- Click on “Add data”
- Pull in the selected data snapshot as you normally would.

3. Merge the data by:

- Click on the “Datasets” tab in the lower left hand corner of Decision Point
- Click on the box that contains your Excel file sheet name
- Click on ‘Add Step’ and then select “Merge – Join by key column”
 - a. The “Master dataset” should be your worksheet name
 - b. Select your BI snapshot for the “Dataset to merge”
 - c. For the join type, the most common selection is “Left Outer” join. This will return data for all rows in the spreadsheet, even if there is no matching data in the BI snapshot. Hover the mouse over each of the four options for a description of what each selection does.
 - d. When you click on “Next” a list of all common field names will be displayed. Remove all field names except the “Empl ID” field name.
 - e. After you click on “Next” two times the final wizard step is displayed. Click on the box “Refresh dataset immediately...” so that your link will complete.
 - f. After you click “Finish”, click on the “Dimensional View” tab at the bottom of the screen.
 - g. You will see all of your fields names merged under your Excel worksheet name and can now create reports or graphs with the merged data.

So there you have it. In just a few steps you can merge data between Excel and BI snapshots, or even between two Excel files, or more. This instruction guide will also be available on our website <http://payroll.kennesaw.edu/hris> if you would like to refer to it later.

Upcoming Payroll Dates

September 2015	
<p><u>1st Biweekly Payroll of September (915)</u> SPARS due: Thursday, 08/27/15 eTIME due: Friday, 8/28/15 by 11:59 pm Lockout: Monday, 8/31/15 at 8:00 am Pay Date: Friday, 09/04/15</p> <p><u>2nd Biweekly Payroll of September (925)</u> SPARS due: Thursday, 9/10/15 eTIME due: Friday, 9/11/15 by 11:59 pm Lockout: Monday, 9/14/15 at 8:00 am Pay Date: Friday, 9/18/15</p>	<p><u>September Monthly Payroll (935)</u> SPARS due: Monday, 9/21/15 eTIME due: Tuesday, 9/22/15 by 11:59 pm Lockout: Wednesday, 9/23/15 at 8:00 am Pay Date: Wednesday, 9/31/15</p>
October 2015	
<p><u>1st Biweekly Payroll of October (O15)</u> SPARS due: Thursday, 9/24/15 eTIME due: Friday, 9/25/15 by 11:59 pm Lockout: Monday, 9/28/15 at 8:00 am Pay Date: Friday, 10/02/15</p> <p><u>2nd Biweekly Payroll of October (O25)</u> SPARS due: Thursday, 10/08/15 eTIME due: Friday, 10/09/15 by 11:59 pm Lockout: Monday, 10/12/15 at 8:00 am Pay Date: Friday, 10/16/15</p>	<p><u>October Monthly Payroll (O45)</u> SPARS due: Wednesday, 10/21/15 eTIME due: Thursday, 10/22/15 by 11:59 pm Lockout: Friday, 10/23/15 at 8:00 am Pay Date: Friday, 10/30/15</p> <p><u>3rd Biweekly Payroll of October (O35)</u> SPARS due: Thursday, 10/22/15 eTIME due: Friday, 10/23/15 by 11:59 pm Lockout: Monday, 10/26/15 at 8:00 am Pay Date: Friday, 10/30/15</p>
November 2015	
<p><u>1st Biweekly Payroll of November (N15)</u> SPARS due: Thursday, 11/05/15 eTIME due: Friday, 11/06/15 by 11:59 pm Lockout: Monday, 11/09/15 at 8:00 am Pay Date: Friday, 11/13/15</p> <p><u>2nd Biweekly Payroll of November (N25)</u> *Early Deadlines* SPARS due: Wednesday, 11/18/15 eTIME due: Thursday, 11/19/15 by 11:59 pm Lockout: Friday, 11/20/15 at 8:00 am Pay Date: Friday, 11/27/15</p>	<p><u>November Monthly Payroll (N35)</u> *Early Deadlines* SPARS due: Tuesday, 11/17/15 eTIME due: Wednesday, 11/18/15 by 11:59 pm Lockout: Thursday, 11/19/15 at 8:00 am Pay Date: Monday, 11/30/15</p>

Thank you for reading this issue of the BIN.

Comments? Questions? Suggestions? Contact us at decision_support@kennesaw.edu.

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