



Human Resources
Information Systems

The Business Intelligence Newsletter

Winter 2016, Issue 10

See What's in the BIN!

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Application Spotlight

Michael Hess-Human Resources Partner

Michael Hess is one of Human Resources' newest additions who specializes in employment, benefits, and compensation information. Many rely on Michael for the most recent and up-to-date information, which is where using Data Point Viewer has helped assist him in report generation. "The ability to pull reports and manipulate that report makes report requests much easier."

Mike frequently uses Data Point Viewer for department report requests, as well as in-house requests. "I use it when a department asks for information, usually counts or job descriptions." The ease of the program provides him with the data that he needs in a timely manner.

Michael is relatively new to the program, but has immediately recognized the benefits of having a BI tool to use. "I like the accuracy due to the update schedule, so mostly everything you get is up-to-date. Also, being able to export the report to Excel, and having the ability to manipulate it there."

His advice for new Data Point Viewer users? "Watch the online tutorials. They really do help." All training videos are located on our website and can be found at http://payroll.kennesaw.edu/hris/tips_tech-niques.php



"I love that Data Point refreshes the snapshots on a schedule, you always know you're providing individuals with the most up-to-date information."

Welcome to our new users!

Jennifer Babcock is a recent graduate from Kennesaw State obtaining a Bachelor of Science in Communication. Jennifer joined our team as a Human Resources Employment Specialist. She has a huge amount of KSU pride and is happy to return to work for the university. She is also proud and excited to have achieved a job in the field that she targeted. Jennifer has previous experience in customer service and management. She loves grasping new concepts and broadening her knowledge so be prepared for questions! Jennifer is a friendly face who enjoys a good conversation so don't be afraid to say hello.

Sam Garbe was hired as an Employment Specialist in January 2016. In October Sam completed an internship with Employee Data Services during which he helped to update and organize the SPSU retiree files. Sam is an alumnus of KSU, receiving a Masters degree in conflict management in December 2015.

Jessie Graiser recently joined the team as a Benefits Specialist. Jessie is a native of Kennesaw and a graduate of the University of Cincinnati where she was a Division I All-American Volleyball player. After a three-year stay in Massachusetts Jessie now resides in Acworth with her high school sweetheart and her two daughters, Emilie and Haley, and her boxer, Clubber.

Mike Hess joined KSU in November 2015 as the newest addition to the Human Resources Partner team. Prior HR work experience includes three years as Human Resources Generalist/Coordinator for the Georgia Department of Labor, and over 20 years' experience in the restaurant industry, including a 13 year stint as Area V.P. of Operations for Waffle House, Inc. Mike earned a BSBA from Colorado Technical University with a concentration in Human Resource Management and is PHR (Professional in Human Resources) certified.

Lisa Kessler recently joined Payroll Services as the new Assistant Manager. Lisa is a native of Pennsylvania and comes to us with 24 years of experience in higher education, including 12 years of payroll positions. She resides in Woodstock with her daughter, Alicia. Lisa is very excited to be back in a payroll seat again after serving a short time as an Administrative Specialist with the Michael A. Leven School of Culinary Sustainability and Hospitality.

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
Thursday, March 10, 2016	TP 2220	Advanced PowerPoint	Evan Atkin (UITS)
Thursday, April 14, 2016	TP 2220	Brainshark	HRIS Team
Thursday, May 12, 2016	TP 2220	Data Point Viewer	HRIS Team
Thursday, June 9, 2016	TP 2220	OneNote	Randy Dean (UITS)

From the Developer's Desk: Joint Staffing Agreement

One of the ongoing tasks of Payroll Services is to ensure correct and timely payment to staff and faculty members who may teach or work at other University System of Georgia institutions. The umbrella process for requesting and paying these multi-institutional employees is the Joint Staffing Agreement (JSA) process. With so many participants in this process in both the providing and requesting institutions – academic departments, academic affairs departments, presidents' offices, payroll, and accounting – it is essential that we have systems in place to keep track of all the documents and activities involved.

Human Resources Information Systems (HRIS) has developed an in-house application for Payroll Services and related departments to use to track the progress of the JSA for an affected employee. It will be housed on the secure server that UITs maintains for the One Time Deduction and SPAR/STR databases.

When an employee or department contacts Payroll Services about the status of an employee's payment, a member of the team will be able to quickly bring up an inquiry screen to show where the JSA is in process. For example, that a fully executed Compensation Agreement is on file, we have invoiced the other institution and are waiting to receive payment in order to pay the employee.

Below is an example of the inquiry screen:

Inquiry

Enter Empl ID to check for requests

Employee ID	Request	KSU ID	Employee Name
0225478	70 - Demo of inquiry screen	000370477	Brad Smith
Requesting Institution	Providing Institution	Description	
980 - Board of Regents	430 - Kennesaw State University	Demo of inquiry screen	

Request created	Complete?	Comp Agreement signed	Invoice Date	Journal Entry	Check received	Bursar Rec'd	Pay Run
2016-02-25 10:25:23	N	2016-02-23	2016-02-26	2016-02-28	Check Date	Bursar date from deposit form	Pay run

Cancel

The program will also serve as a tracking system for Payroll Services as they generate invoices to requesting institutions and matching journal entries to send to Accounting. The journal entries are used to ensure employee pay and fringes are charged appropriately to the JSA activity and not impacting the home department.

The system will also aid Payroll Services in creating and tracking payments received from other institutions and subsequent payroll disbursements to employees. The JSA application can also serve as a database of payments and activities for tracking multi-institutional employees as required by the USG for Affordable Care Act employment tracking.

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 Business Managers

HRIS will be hosting a Data Point Viewer training session, March 8th from 1:30 to 3:30 in TP 2240. You will be receiving an email invitation from us soon.

- It's time to upgrade your Decision Point software to Data Point Viewer! Not much has changed with the program, but please follow the step-by-step instructions to upgrade by clicking [HERE](#). Contact us when you're ready for your password. Upgrading will allow us to better and more quickly assist you.
- New! Our Tips and Techniques page has a video for users who are interested in learning how to merge two snapshots in Data Point Viewer! Click on the graphic below to be taken directly to the video.



- 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.

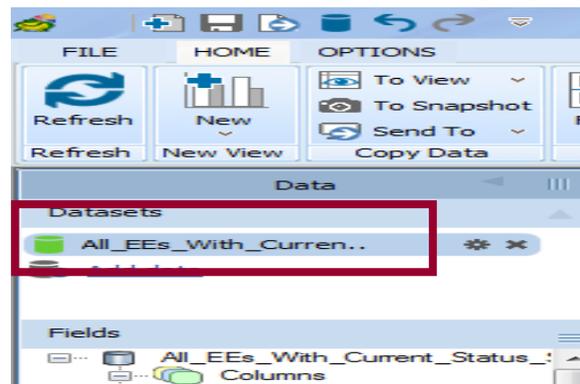
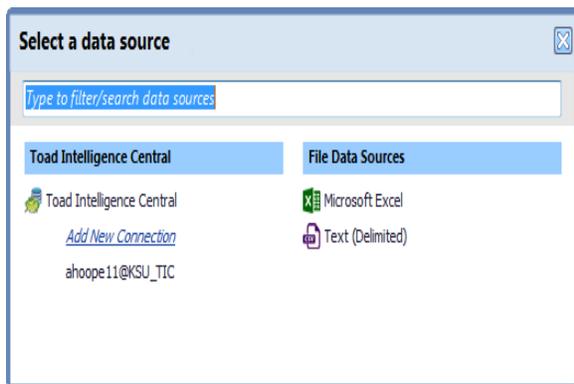


Tips & Techniques: *Merging Snapshots in Data Point Viewer*

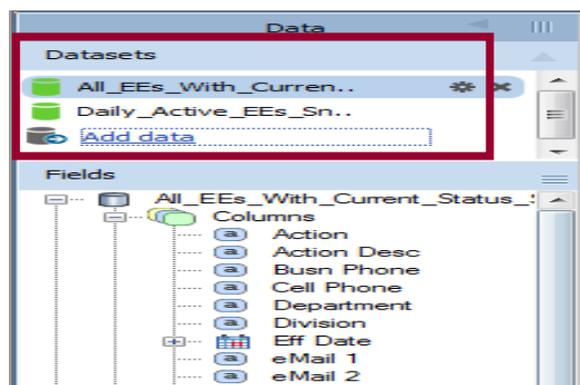
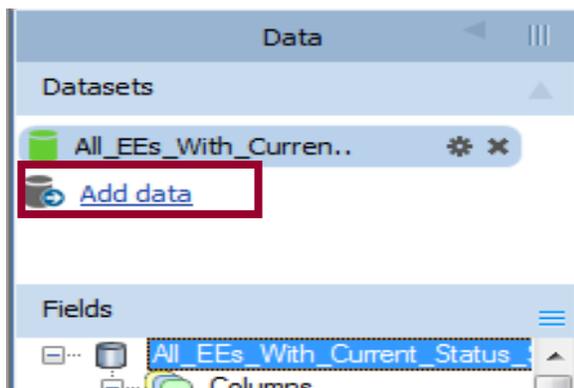
How to Merge Snapshots in Data Point Viewer

Merging in Data Point Viewer allows users to join two snapshots together in one worksheet. This results in more variables while eliminating observations that don't appear in both datasets. Merging is easy with Data Point Viewer, it provides more flexibility and variety in report generation.

1. To begin, open the first dataset you are interested in merging. Usually, this will act as your *Master* dataset. For this example, All_EEs_With_Current_Status will be used.



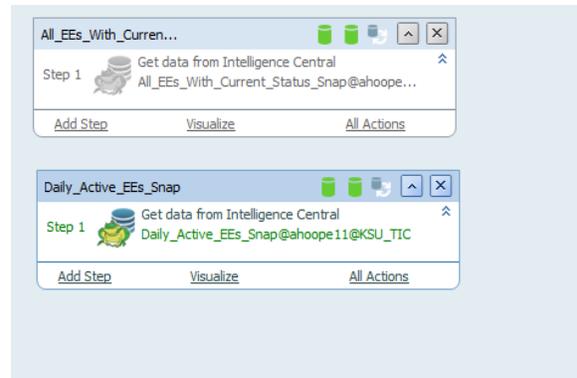
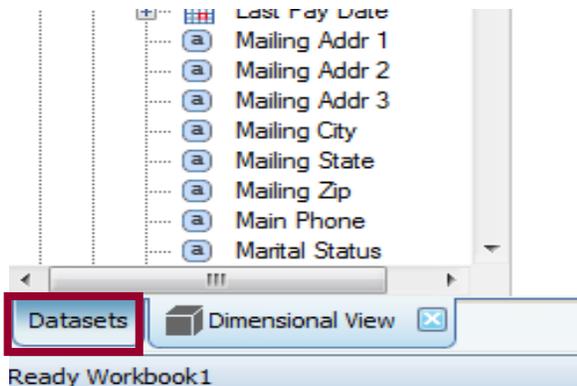
2. Next, click "Add Data" again to import the additional snapshot, also known as the secondary dataset. Go through the prompts to import a dataset as you normally would. For this example, "Daily_Active_EE's" will be used. Once imported, both datasets will be listed.



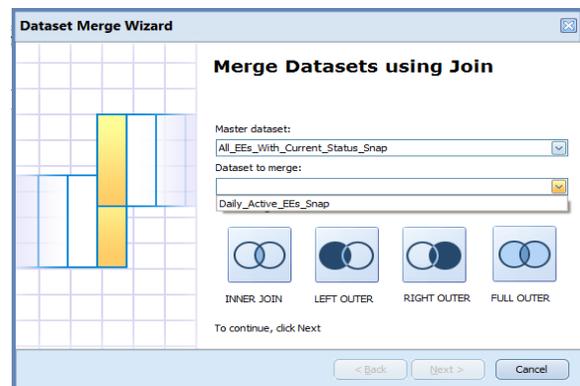
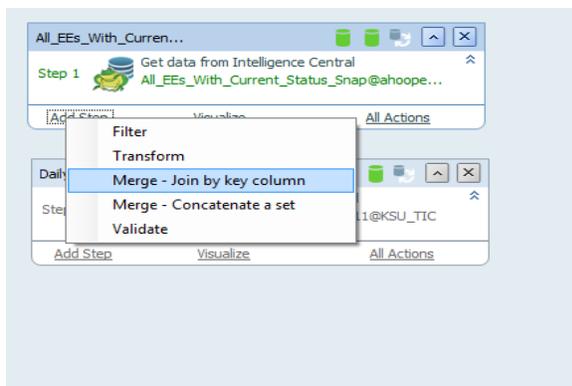
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Tips & Techniques (continued)

- Under the variable column on the bottom left hand corner of the screen, select the “Datasets” tab. This tab will take you to a screen which will take you through the join process.



- Click on the master dataset box that are want to match observations on (in this example, All_EEs_With_Current_Status_Snap). Click on “Add Step” on the dropdown menu, and select “Merge-Join by Key Column”. A new window will appear. Under Master Dataset, you should see “All_EEs_With_Current_Status_Snap”. Click the dropdown arrow under under “Dataset to merge” cell and select your secondary dataset, “Daily_Active_EEs”.



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Tips & Techniques (continued)

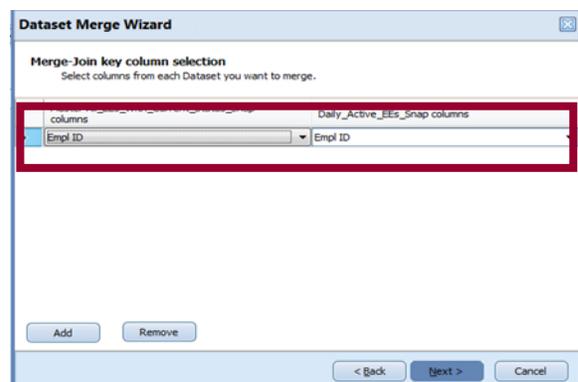
- Now, we must select the merge method. In Data Point Viewer there are four options. These include:
 - Inner Join-combines rows from two tables. This join returns only rows that match.
 - Left Outer Join -combines all rows from the left (or first) dataset, and matching rows from the secondary dataset.
 - Right Outer Join-combines all rows from the right dataset, and matching rows from the secondary dataset.
 - Full outer Join-combines results from both Left and Right joins, and returns all rows from both tables.

For additional definitions and examples on joins, please visit <http://www.sql-join.com/>

- In this particular example, we want all observations from the master dataset to merge with matching observations from the secondary dataset. All other observations in the secondary dataset that do not match with the master dataset will NOT merge. A Left Outer Join will accomplish what is desired.



- Click “Next”, and a new window will open. We are interested in joining both datasets, but to do so we need to join them on a common column. Usually, employee ID is the safest option because there are distinct values for each individual. Select all OTHER variables and click “remove”, until the only variable left in the table is “EMPLID”. In order to remove more than one at the same time, hold down the control button while selecting those in which to remove (they will highlight) – then, when finished selecting, click remove. Click through the remaining prompts to complete the wizard.

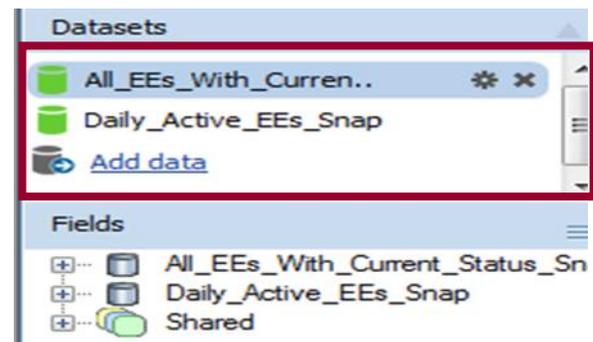


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8. After completing the wizard click on the “Dimensional View” tab on the bottom left corner of the screen. By doing this, you will be taken back to your worksheet.

You should now see that the variables column has gotten larger! By collapsing the columns you can see that there are three lists of variables: All_EEs_With_Current_Status, Daily_Active_EEs, and a “Shared” option. The datasets have been successfully merged!

As an end result, you will now have all observations from the master dataset, and corresponding observations and variables that match in the secondary dataset. By doing this, you now have information from both datasets in each variable.



Upcoming Payroll Dates

March 2016	
<p><u>1st Biweekly Payroll of March</u> SPARS due: Thursday, 2/25/2016 eTIME due: Friday, 2/26/2016, by 11:59 p.m. Lockout: Monday, 2/29/2016 at 8:00 a.m. Pay Date: Friday, 3/4/2016</p> <p><u>2nd Biweekly Payroll of March</u> SPARS due: Thursday, 3/10/2016 eTIME due: Friday, 3/11/2016, by 11:50 p.m. Lockout: Monday, 3/14/2016 at 8:00 a.m. Pay Date: Friday, 3/18/2016</p>	<p><u>March Monthly Payroll</u> SPARS due: Tuesday, 3/22/2016 eTIME due: Wednesday, 3/23/2016 by 11:59 p.m. Lockout: Thursday, 3/24/2016 at 8:00 a.m. Pay Date: Thursday, 3/31/2016</p>
April 2016	
<p><u>1st Biweekly Payroll of April</u> SPARS due: Thursday, 3/24/2016 eTIME due: Friday, 3/25/2016 by 11:59 p.m. Lockout: Monday, 3/28/2016 at 8:00 a.m. Pay Date: Friday, 4/01/2016</p> <p><u>2nd Biweekly Payroll of April</u> SPARS due: Thursday, 4/07/2016 eTIME due: Friday, 4/08/2016 by 11:59 p.m. Lockout: Monday, 4/11/2016 at 8:00 a.m. Pay Date: Friday, 4/15/2016</p>	<p><u>3rd Biweekly Payroll for April</u> SPARS due: Thursday, 4/21/2016 eTIME due: Friday, 4/22/2016 by 11:59 p.m. Lockout: Monday, 4/25/2016 at 8:00 a.m. Pay Date: Friday, 4/29/2016</p> <p><u>April Monthly Staff Payroll</u> SPARS due: Wednesday, 4/20/2016 eTIME due: Thursday, 4/21/2016 by 11:59 p.m. Lockout: Friday, 4/22/2016 at 8:00 a.m. Pay Date: Friday, 4/29/2016</p>
May 2016	
<p><u>1st Biweekly Payroll of May</u> SPARS due: Thursday, 5/05/2016 eTIME due: Friday, 5/06/2016 by 11:59 p.m. Lockout: Monday, 5/09/2016 at 8:00 a.m. Pay Date: Friday, 5/13/2016</p> <p><u>2nd Biweekly Payroll of May</u> SPARS due: Thursday, 5/19/2016 eTIME due: Friday, 5/20/2016 by 11:59 p.m. Lockout: Monday, 5/23/2016 at 8:00 a.m. Pay Date: Friday, 5/27/2016</p> <p><u>May Monthly Faculty Payroll*</u> SPARS due: Wednesday, 5/4/2016 eTIME due: Thursday, 5/5/2016 by 11:59 p.m. Lockout: Friday, 5/6/2016 at 8:00 a.m. Pay Date: Friday, 5/13/2016</p>	<p><u>Maymester Payroll*</u> SPARS due: Thursday, 5/19/2016 eTIME due: Friday, 5/20/2016 by 11:59 p.m. Lockout: Monday, 5/23/2016 at 8:00 a.m. Pay Date: Tuesday, 5/31/2016</p> <p><u>May Monthly Staff Payroll</u> SPARS due: Thursday, 5/19/2016 eTIME due: Friday, 5/20/2016 by 11:59 pm Lockout: Monday, 5/23/2016 at 8:00 am Pay Date: Tuesday, 5/31/2016</p>

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

BIN Team:

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 Noelle Davis, HRIS Analyst
 Brad Smith, Director of Payroll Services & HRIS

***Remember:**

The dates listed here are approximate and may change based on information from Shared Services.

Please refer to payroll.kennesaw.edu/calendar.php for the most up-to-date information regarding pay dates and any other payroll related questions you might have!