Kennesaw State UNIVERSITY ®
Human Resources Information Systems

The Business Intelligence Newsletter
Fall 2014, Issue 5

See What's in the BIN!

In this issue:

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Business Manager Roll-Out Beta Test

HRIS is proud to announce that we have begun to beta test access to the Business Intelligence Suite for our academic college business managers.

Sandy Parr, Business Manager for the College of Health and Human Services, has been kind enough to volunteer to test how effective the BI Tool can be in satisfying some of the reporting needs of the Business Professionals.

In order to address some of the informational needs, Sandy will have access to the following information for only those employees with a home department within the Health and Human Services College.

- ➢ Active Employees with Payroll Distribution
- ➢ All Employees with Current Status
- ➢ GRA Payments History
- ➢ Faculty Overload Payment History
- ➢ Position Management
- ➢ Payroll General Ledger Expenses

The beta-test will run through the end of the semester. Once we have digested the feedback from Sandy we will do one follow-up beta test with a representative from another college prior to rolling out access to all of the academic colleges.

Welcome, Sandy!

SPSU Consolidation Update

As we make the final turn and head into the home-stretch of the KSU/SPSU consolidation, the TOAD Business Intelligence Suite continues to be a key tool as we merge information between the SPSU and KSU instances of ADP/EV5.

Converting nearly one thousand employees from one application to another is a daunting task that has been taken on by Pam Smith's HRMS group. As you can imagine, the data entry effort is challenging and, at times, overwhelming.

We have used the BI Tool to assist in the process by extracting data from the SPSU ADP instance. The data was linked with cross-walk tables provided by Human Resources so that job numbers, position numbers, and departments within the KSU organization could be assigned. That information was then combined with other SPSU employee data such as expense distribution, federal and state tax status, and direct deposit information to create data entry "cheat sheets." These sheets provide easy-to-follow data entry values as well as providing hard-copy documentation of what has been converted. If required, they can then be scanned into the employee's personnel web folder for future reference.

As we move closer to the actual cut-over (December 20th for bi-weekly employees and January 1st for monthly) we will use the BI Tool to compare data between the SPSU data and the converted KSU data in order to reduce and/or eliminate any data entry issues. We hope that this process will be helpful to the folks who have taken on this burdensome and thankless task.
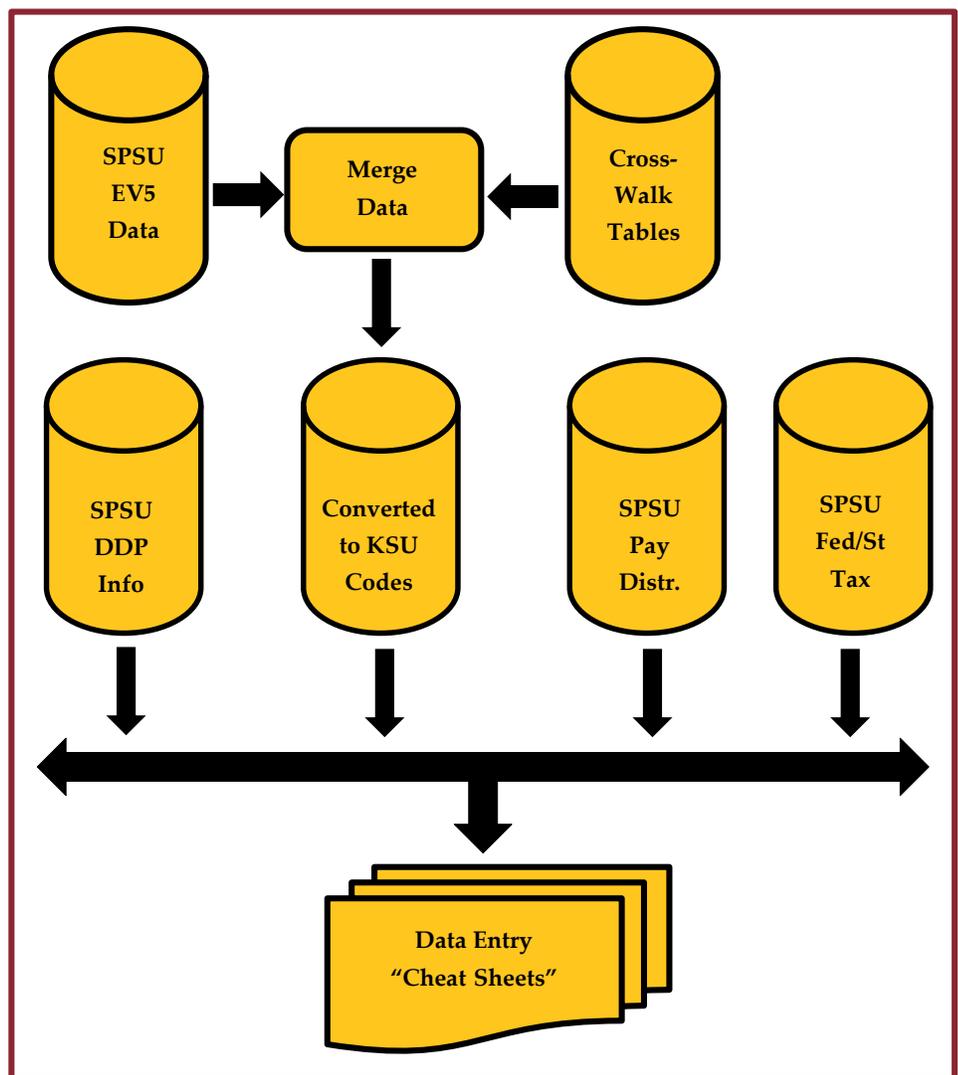
Lunch and Learn!

Please join us on Thursday, January 29th from 11:30 to 1:15 in Town Point 2220 for the first Lunch and Learn of 2015. We'll do an intro to Decision Point for the new folks and then some Tips and Techniques as a refresher. You'll want to stay to the end for the "Fun" quiz.

Send questions and/or topic suggestions to decision_support@kennesaw.edu.

See you there!

From the Developer's Desk

An Update from John White, HRIS Manager

Hello, again! This issue I wanted to let you know about a new application we're developing to automate a formerly completely manual process: Joint Staffing Agreements (JSAs). With the JSA app, we're introducing some new visual features and functionality that will be incorporated into the next version of the One Time Deduction (OTD) app. Woo hoo!

Drop Down Menus:

One of the major issues I was unsatisfied with regarding the OTD app was the tabbing of the application interface. Specifically, processes or functions when opening new tabs. With the JSA app, I'm doing something different and I like it so much, it's going to be the new interface for the OTD.
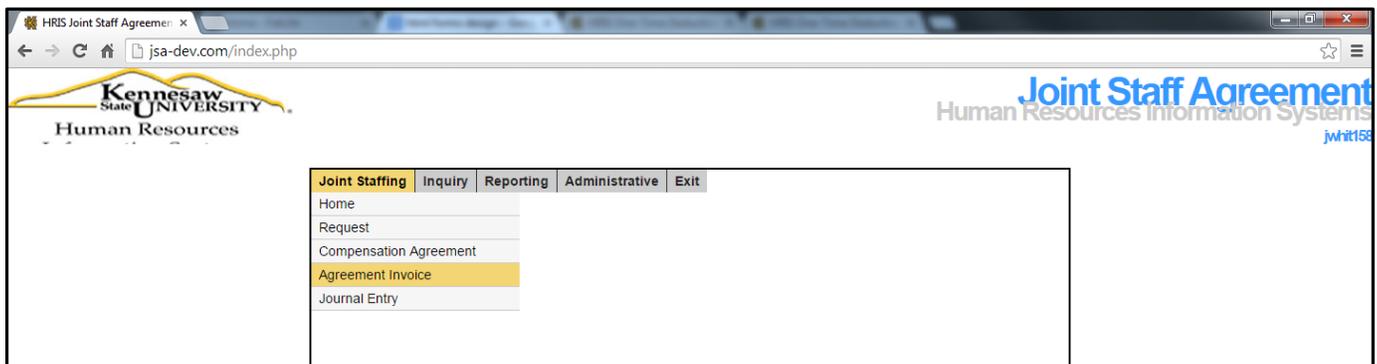
As you can see in the screenshot above, instead of the tabs there will be a dropdown menuing system contained in one window. This will, I hope, be more convenient and more tidy from the user's perspective. This will mean a user will have the ability to use the browser controls to "back" through the screens they were in rather than open and close tabs.

Another advantage to this layout is that with this approach, the size and shape of your screen will no longer matter. Those with the more square-shaped monitors won't have the interface scrolling issue any more where you have to drag the screen across to see what's on the far right of the screen.

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From the Developer's Desk, continued

Dashboard:

Another feature to be introduced in the JSA application will be the visual "dashboard." This will allow a user to visualize at a glance the progress of a joint staffing agreement.
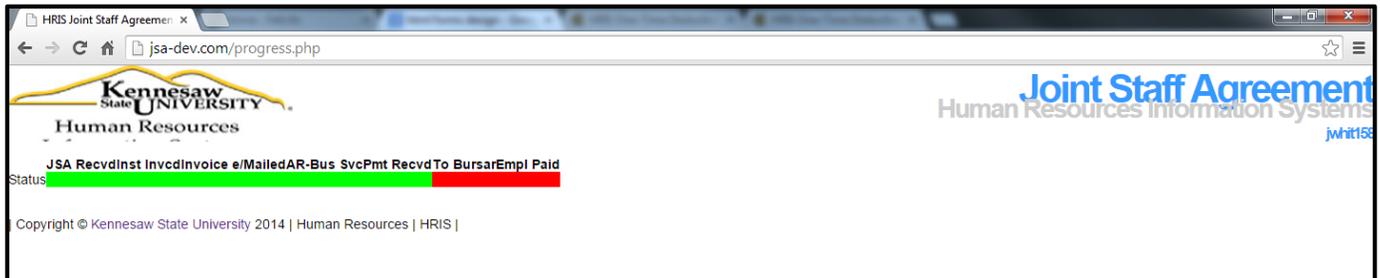
As you can see from this screenshot (which is only a prototype to help you visualize the concept) there will be a progress bar that will be automatically updated as each step of the process is completed with green, denoting that that particular step is complete. The red blocks will be the steps still remaining.

Progress Indicator:

Other dashboard elements will probably exist as well but these still need to be fleshed out. One thing I need help designing, however, is the progress bar. We have talked about having the dashboard contain a progress "thermometer" rather than a progress bar. We could also have a round meter approach. So I'm going to let you all decide the visual tool we'll use for the JSA. Send me an email with the name of the progress indicator you'd like to see and the one with the most votes will be the one we use. Here are the choices:

Bar	Thermometer	Meter
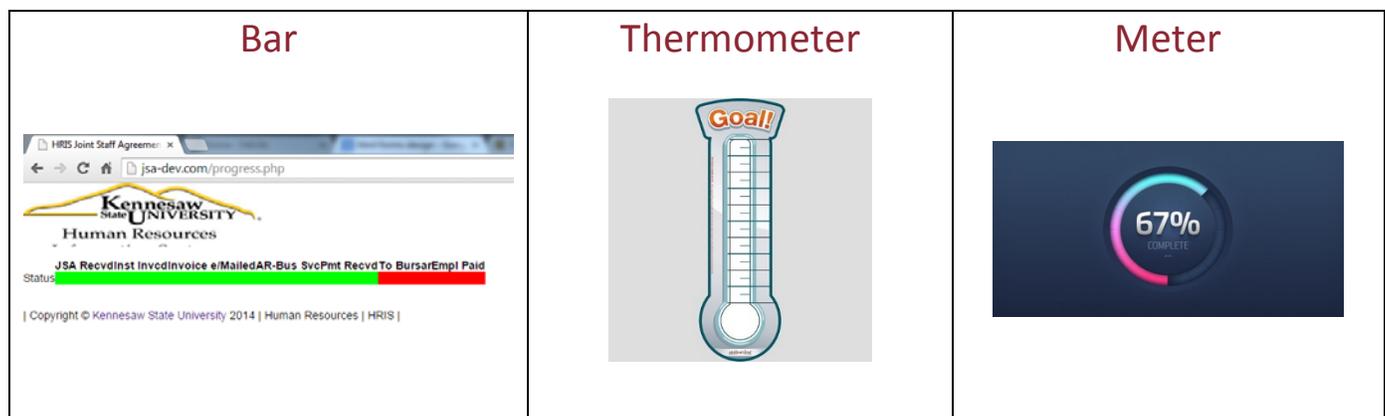
Send an email to decision_support@kennesaw.edu and let me know what your preference is. Thanks!

Application Spotlight

Noelle Davis, Payroll/HRIS Assistant

The Payroll Services department deals with many federal and state departments and is required to provide data for surveys, audits, and other government programs.

Recently Kennesaw State University was "lucky" enough to be selected (as part of a scientific sample) to be polled by the United States Department of Labor's Bureau of Labor and Statistics (BLS) as part of their effort to collect employment statistics from a selected base of employers. The BLS notified Payroll Services that they would be calling each month and that they would expect certain employment numbers to be available for reporting at that time. The project to collect those statistics was assigned to Noelle Davis, Payroll/HRIS Assistant.

"I've had to collect data for this type of survey in the past for other companies," Noelle said. "And it's usually involved having to manually tally or sort lists of employees by the characteristics surveyed. Depending on the size of the organization, that could take hours of work. I know what great reporting tools we have available, so I looked to our current reporting tools to see if we had a way to automate retrieving the data."

The Decision Support application was selected as the tool that would provide easy access to the raw data, and the data mining tools, that would be necessary in order to extract the data and have it ready for the BLS phone calls each month. Data is to be recorded as it existed on the 12th of each month.

The Decision Point application contains a snapshot of all check data. Therefore, the paychecks issued for each pay ending date can be extracted. For the bi-weekly payroll the pay ending date that includes the 12th day of each month can be filtered. However, one additional breakout of data is that it must be reported by gender as well. Gender is not part of the Check Data snapshot.

> *"I know what great reporting tools we have available, so I looked to our current reporting tools to see if we had a way to automate retrieving the data."*

Fortuitously, there is a snapshot in Decision Point that contains all employees, active and terminated, along with their current status and their gender. Noelle pulled this table into her Decision Point palette and then linked the two tables by the employee number. The link of the two files made the gender data available and associated with each pay check. The data could then be filtered out, sorted by pay group and gender, and then reported to the BLS.

Application Spotlight (continued)

Monthly-paid employees also needed to be reported. Each month the monthly payroll check data can be extracted, linked to the 'All Employees' snapshot, and then filtered and sorted by pay group and gender. Since faculty statistics need to be reported separately, the pay group breakout solved that issue as well.

Once the methodology was established Noelle saved her workbook. Now, each month the workbook can be recalled, the filters for pay end date altered and refreshed, and the data that is needed to answer the BLS data collection specialist's call will be available. "Now that I have the workbook set up, it is going to take me only minutes to collect the information I need," Noelle said. "We often hear from our users how fast and powerful they discover Decision Point is once they've worked in it for a while. Being able to have these data snapshots available, plus the ability to link them for multi-dimensional reporting is a huge help for reporting accurately and quickly."

Upcoming Payroll Dates

December 2014	January 2015
1st Biweekly Payroll (D14) SPARS due: Thursday, 12/4/14 eTime due: Friday, 12/5/14 by 11:59 pm Lockout: Monday, 12/8/14 at 8:00 am Pay Date: Friday, 12/12/14	**1st Biweekly Payroll (115)** *Early Deadlines* SPARS due: Thursday, 12/18/14 eTime due: Friday, 12/19/14 by 11:59 pm Lockout: Monday, 1/5/15 at 8:00 am Pay Date: Friday, 1/9/15
Faculty Payroll 2014 (D44) SPARS due: Wednesday, 12/3/14 eTime due: Thursday, 12/4/14 by 11:59 pm Lockout: Friday, 12/5/14 at 8:00 am Pay Date: Monday, 12/15/14	**2nd Biweekly Payroll (125)** *Early Deadlines* SPARS due: Wednesday, 1/14/15 eTime due: Thursday, 1/15/15 by 11:59 pm Lockout: Friday, 1/16/15 at 8:00 am Pay Date: Friday, 1/23/15
2nd Biweekly Payroll (D24) *Early Deadlines* SPARS due: Tuesday, 12/16/14 eTime due: Wednesday, 12/17/14 by 11:59 pm Lockout: Thursday, 12/18/14 at 8:00 am Pay Date: Friday, 12/26/14	**Monthly Staff/Faculty Payroll (135)** SPARS due: Wednesday, 1/21/15 eTime due: Thursday, 1/22/15 by 11:59 pm Lockout: Friday, 1/23/15 at 8:00 am Pay Date: Friday, 1/30/15
Monthly Staff Payroll 2014 (D34) SPARS due: Tuesday, 12/16/14 eTime due: Wednesday, 12/17/14 by 11:59 pm Lockout: Thursday, 12/18/14 at 8:00 am Pay Date: Wednesday, 12/31/14	

PeopleSoft Historical Data Available

Recently the Shared Services Center removed our access (and the access of all institutions) to the historical data that was housed within the PeopleSoft application.

Instructions from the Shared Services Center (SSC) indicated that if any institution needed access to this data, a ticket was to be logged with the SSC and they would extract the data and send it to the requesting institution. There was just one problem: time. Often this information is being required for mortgage applications, employment or retirement verifications, or governmental inquiries.

In addition, what if the data returned is not all of the data you need? Perhaps the data you receive causes other questions. Back to the ticket submission process. And wait. Not an acceptable solution in a high-volume environment such as Kennesaw State University.

Luckily the SSC felt our pain and they worked with us to provide raw data dumps of the transactional information stored in PeopleSoft. Ah, but what to do with the hundreds of thousands of records that we received? Simple, Business Intelligence.

The thousands of records were sorted, cleansed, and code descriptions, names, and other information was pulled in to make the data more meaningful. The data was then written to snapshots that are now accessible within the Decision Point application.

And, even better, we were able to get the SPSU data as well.

When you log into the Decision Point application and go through the "Add Data" wizard, take a look at the "PeopleSoft Data" folder. Under that you will see folders for both "KSU" and "SPSU."

Tables included will cover the following information:

- Deduction Details
- Earnings Details
- Job Record Details
- GDCP Submissions (Georgia Defined Contribution Plan)
- Health Benefit Elections
- Employment Information
- Leave Accrual Information
- Retirement (TRS and ORP) Submission Details
- W-2 Information

We are already using these Business Intelligence tables to answer inquiries from various agencies and have also provided data to SPSU upon their request, allowing them to skip the ticket submission process. If you do not have access to the PeopleSoft historical information and feel that you should have access, please contact us at decision_support@kennesaw.edu.

Thank you for reading this issue of the BIN.

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

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