



# The Business Intelligence Newsletter

A Human Resources Information Systems Publication  
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**See What's in the BIN!**

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## **Business Intelligence and the SPSU Consolidation**

The SPSU Consolidation is underway and the HRIS team has been busily assisting the Southern Poly Human Resources and Payroll staffs with exception reports in order to cleanse data and prepare for the coming conversion of ADP data.

During the Payroll/OWG sub-committee meetings the KSU payroll staff presented the exception reports that are currently being used on campus for quality control of data entry. The SPSU staff was impressed with the Business Intelligence tools available at KSU and saw the advantage to having these exception and data auditing reports.

Quint Hill, Associate Director of HR, and Sandy Weaver Associate Director of Payroll, from SPSU reviewed the menu of reports that are currently available to KSU staff members and hand-selected the reports that they thought would most benefit the SPSU staff during the transition period. Twenty-five (25) reports were selected and, by the end of the following week the automated reports were delivered to the desktops of the appropriate SPSU colleagues.

Almost immediately the SPSU staff recognized the benefits of the audit and exception reports being provided. One audit report, "Benefits Eligible with No Retirement Election", highlighted that not only was a full-time employee not receiving the appropriate retirement benefits, but also that the ADP-provided report designed to audit this information had been incorrect. The data anomaly was quickly corrected by SPSU and the employee had their retirement elections processed and retroactively funded.

Once the consolidation is complete the SPSU staff is looking forward to having access to the full Business Application product, including the use of the Decision Point tool. Access to the KSU network is all that is required for that to happen.

On a side-note, KSU staff is currently using the Decision Point and Data Point BI tools to assist in the retrieval and analysis of the SPSU and KSU employment data. As the consolidation progresses the BI Tools will be a key part of making sure the conversion of SPSU data is clean and accurate.

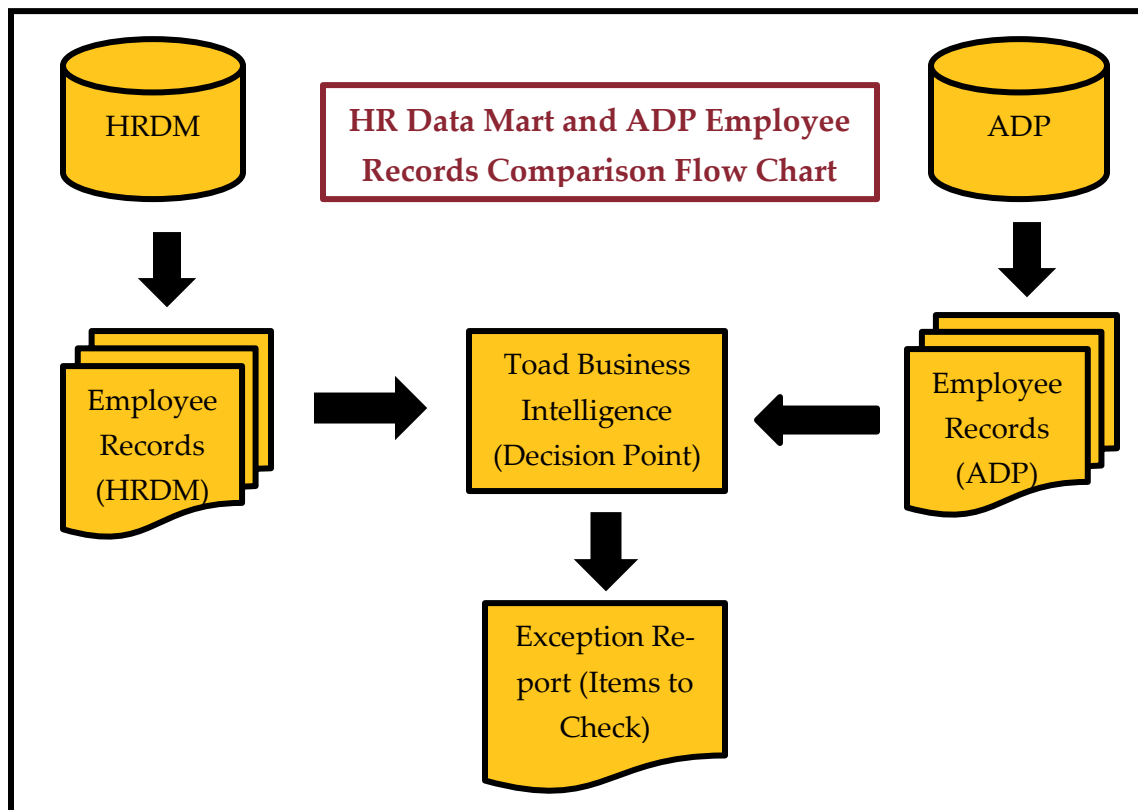
# Application Spotlight

## Pam Smith, Manager of Employee Data Services

Each year Kennesaw State University, along with all other state system institutions, participates in the consolidated IPEDS reporting process that is coordinated by the Board of Regents. This reporting process uses the Human Resources Data Mart (HRDM) which houses information from all of the state institutions. This data is exported from the individual systems at each institution and imported to the HRDM on a regular basis. The import process uses “cross walk” tables in an attempt to make sure that the contributing institution’s data is consistently interpreted so that the consolidated reporting is accurate.

The pre-reporting process includes some data cleansing steps that are normally very manual-driven and time consuming. The Toad Business Intelligence Suite helped Pam Smith, Manager of Employee Data Services, and Mandana Angle, Compensation and Classification Specialist, streamline the data cleansing process for staff and administrative personnel.

Donna Hutcheson, Director of Academic Enterprise Reporting, extracted an Excel snapshot from the HRDM that included job family codes that needed to be reviewed and, if necessary, cleansed, so that the ADP data would match the HRDM. This file was created with an effective date of 11/1/2013.



*(Continued on next page)*

## Application Spotlight (continued)

Pam and Mandana knew that there was also an ADP file available with a similar, 11/1/2013, effective date which could be used for comparison purposes. This comparison could have involved a manual review of the 3,428 HRDM data records, matching them by hand, against the ADP records associated with each employee. Pam and Mandana decided to use the Business Intelligence Tool to streamline this process.

The initial step required them to convert the Employee ID column in the HRDM file to the same format as the Employee ID values in the ADP Excel file. A row insert with a calculation quickly completed that task. Once that was resolved they imported the HRDM Excel file into the Decision Point application, and then imported the Active Employees 11/1/2013 Excel snapshot from ADP. Since the Employee ID fields were the same format, and the same name, the HRDM file and the ADP snapshot were automatically joined so that some automated comparisons and calculations could be easily processed.

**“I don’t know what we would have done without Decision Point,” Pam Smith said. “I don’t think we could have reviewed all of the data within the period we were given.”**

Using a formula calculation to convert the job family codes and a comparison procedure that is part of the BI Tools, they were able to identify, within minutes, 115 employee records that needed to be reviewed. All discrepancies were then reviewed and found to be explainable by changes made during the course of the year.

### Upcoming Payroll Dates

#### 1st Biweekly Payroll of June

eTIME due: Friday, 6/6 by 11:59 pm  
Lockout: Monday, 6/9 at 8:00 am  
Pay Date: Friday, 6/13

#### 2nd Biweekly Payroll of June

eTIME due: Friday, 6/20 by 11:59 pm  
Lockout: Monday, 6/23 at 8:00 am  
Pay Date: Friday, 6/27

#### June Monthly and Faculty Payrolls

eTIME due: Friday, 6/20 by 11:59 pm  
Lockout: Monday, 6/23 at 8:00 am  
Pay Date: Monday, 6/30

#### 1st Biweekly Payroll of July

eTIME due: Thursday, 7/3 by 11:59 pm  
Lockout: Monday, 7/7 at 8:00 am  
Pay Date: Friday, 7/11

#### 2nd Biweekly Payroll of July

eTIME due: Friday, 7/18 by 11:59 pm  
Lockout: Monday, 7/21 at 8:00 am  
Pay Date: Friday, 7/25

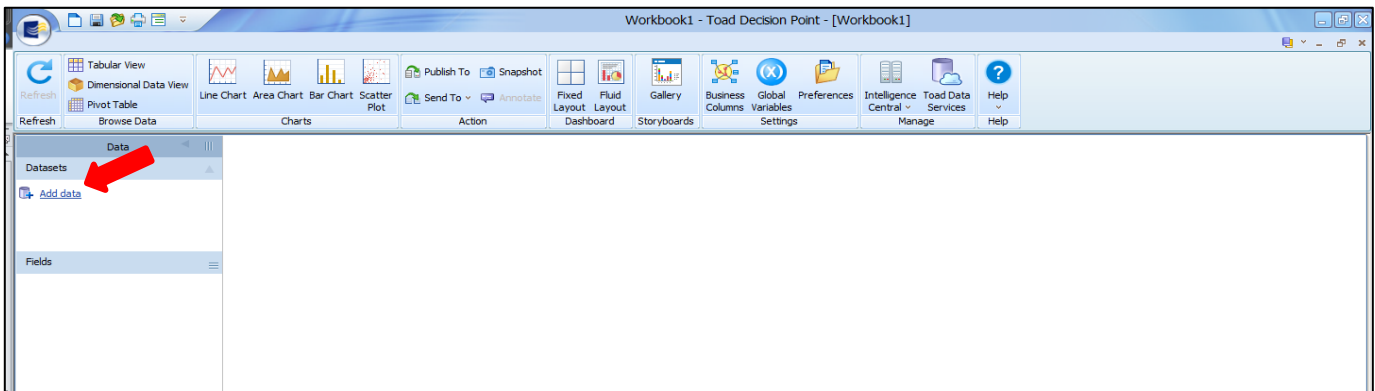
#### July Monthly and Faculty Payrolls

eTIME due: Wednesday, 7/23 by 11:59 pm  
Lockout: Thursday, 7/24 at 8:00 am  
Pay Date: Thursday, 7/31

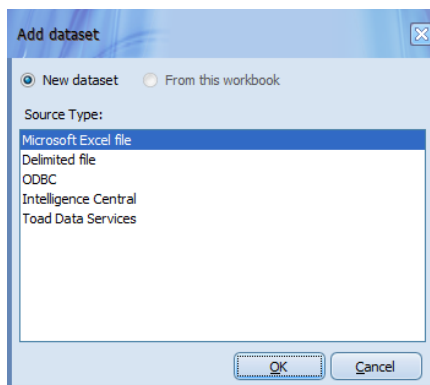
## Tips & Techniques: Merging Excel with Snapshots

Some of you may not know how easy it is to pull and merge data from an Excel spreadsheet with Intelligence Central snapshots in Decision Point. Hopefully, you'll find this a helpful guide to doing just that! We'll just do a simple example to keep it short and to the point.

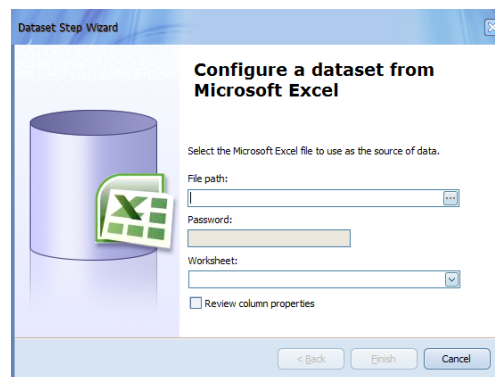
First, you need to be in a workbook in Decision Point. Click on the Add data link to the left of the open space:



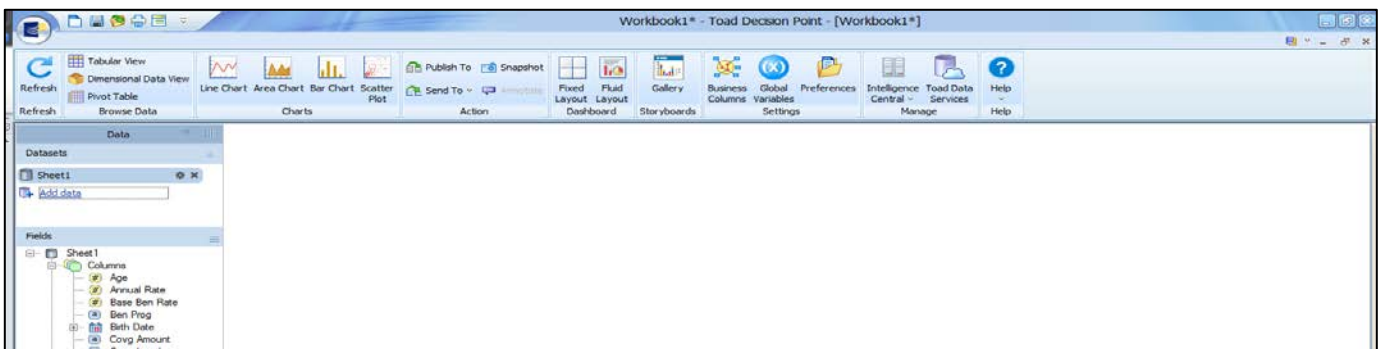
This will open a popup window:



You'll notice the very first option is Microsoft Excel. Click Ok and you'll get this:

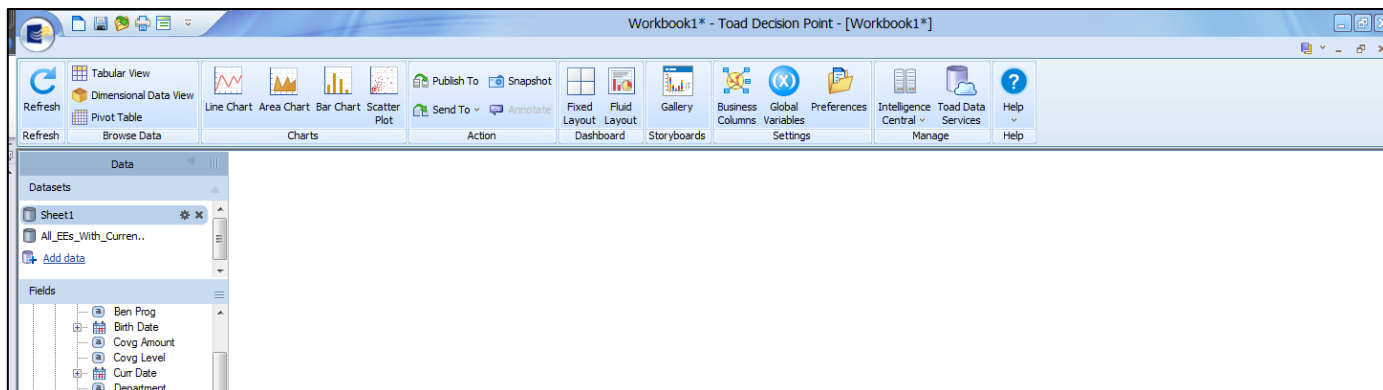


Click on the ... in File path and choose the file you want to import then click Finish. The window you are used to seeing when importing Intelligence Central files will appear and the spreadsheet name and available columns will be listed on the left, as seen below:

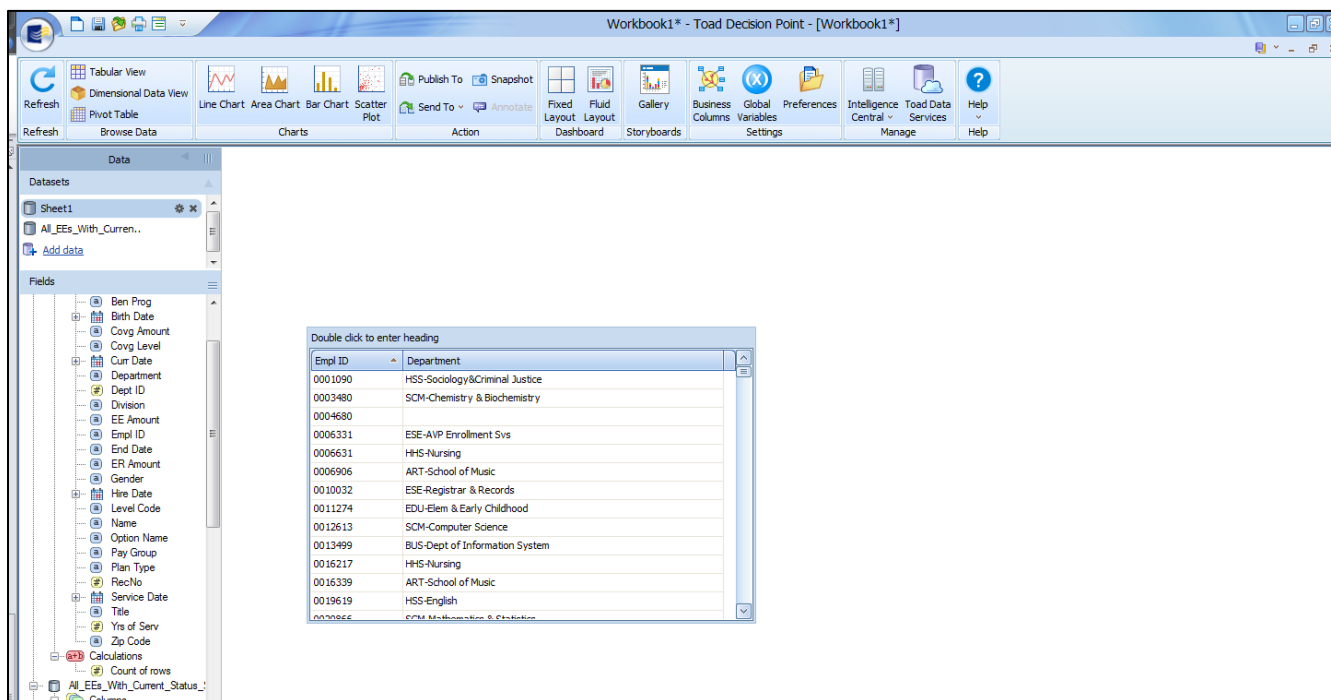


The next step is to choose an Intelligence Central snapshot to merge with this data. Choose your snapshot as you normally would and include it in the workbook by clicking Add data. For this example, I chose the All EEs with Current Status snapshot.

Here we see they're both now in the workbook:



An important point to remember is that you must have at least one column in both the Excel file and the snapshot that have the same name and format. If they do, the merge of the data sources will happen automatically. In this case, both data sources have a field named "Empl ID" that is formatted as a character (text) field.



In this example, the Empl ID from the spreadsheet is being reported with the Department from the snapshot. It's really that easy! Try it for yourself when you get a chance. **If you have any questions regarding how to do any of these steps, please contact us at [decision\\_support@kennesaw.edu](mailto:decision_support@kennesaw.edu) or stop in and see us.**

## *From the Developers Desk:*

### **An Update from John White, HRIS Manager**

Exciting news! The Toad BI application is getting a new server! Woo hoo! Dell is sending us a very nice Precision model box. It will have increased memory, power, storage, it'll make coffee. (Okay, I made that last one up. I'm still waiting for THAT model to be made.) But it will be a much better, more powerful server for us and you should see a noticeable improvement in performance when accessing Intelligence Central snapshots in Decision Point.

Along with the increased performance and drive space, the server will also host any new applications we create in-house. Which leads me to my next topic: One-Time Deductions. Some of you are already aware that we have been designing a replacement for the current OTD app to give us greater flexibility and control. We are very close to implementing it now as it is being "beta" tested by some individuals to provide feedback and critiques so that we can fine tune it for general release. The BI server will be updating the employee data every day so that the users of this new OTD app will have access to the most current information. Stay tuned for more announcements about this as we get closer to release. Should be soon!

The Toad BI Suite of software is a powerful tool and can be broadly used by folks not just from HR but in other business and academic units as well. More of you will be getting access, if you haven't already, and we're hoping to move the knowledge out to Academic Affairs and other divisions soon. Stay tuned for more announcements about this as well.

That's all from the developer's desk for this edition but if you have questions, feedback, constructive criticism, chocolate, feel free to drop me a line or stop by (especially if you're doing the chocolate thing).

*Thank you for reading this issue of the BIN.*

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

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