Welcome to the Team!

Effective February 3, 2014, Kennesaw State University is pleased to announce that Mr. John D. White, Jr., has been hired as HRIS Manager. In this role John will be responsible for supporting, expanding, and documenting the Business Intelligence Suite and the related modules, including the Decision Support application. In addition, he will be called upon to assist in upcoming special projects as needed and to serve as a Business Intelligence and functional reporting analyst.

Georgian by choice, by way of Tennessee and Texas, John is excited to be re-joining the Owl community in his new role. John formerly held a position in the Career Services division and recently graduated from KSU with a Master of Science in Information Systems in December. John is a KSU alumnus in more ways than one!

John has enjoyed a 20+ year career in information technology as a developer, manager, and consultant. His career began with an IT position in higher education in the HR department of Emory University and he is happy to be returning to that atmosphere once again with KSU.

John lives in Woodstock with his wife and two miniature schnauzers, both of whom would tell you, if they could, that they are spoiled rotten. Outside of IT, John is a history buff, claims to have read more than his share of non-fiction books and magazines and he is addicted to the BBC's Sherlock. He loves all things tech and has exceeded his quota of small electronic devices around the house.

John is excited to be rejoining the KSU family and looks forward to the years ahead. Go Owls!

Training Opportunity: March Lunch and Learn

Would you like to learn more about how Decision Point can help you save time and gather information for better decision-making? Have questions about how to filter data, create charts, or link datasets?

HRIS is hosting a Decision Point "Lunch and Learn." Everyone is invited to bring their lunch, get some pointers on some tips and techniques, ask questions, and have a generally good time sharing ideas with other Decision Point users.
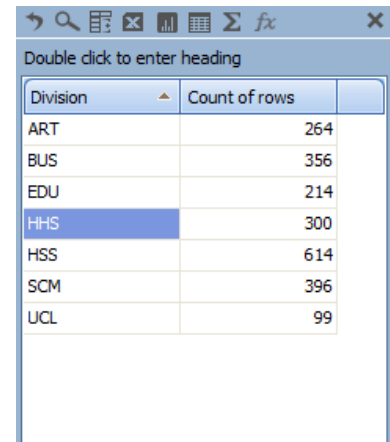
|	
When?	Thursday, March 13, 2014 from 11:30 – 1:00
Where?	Town Point Conference Room 2220
Questions?	Email: decision_support@kennesaw.edu / phone: 770-423-6019

Tips & Techniques: Convert Data to Graphs

In this edition we will discuss how to quickly convert your tabular data into presentation graphs that may even include the ability to drill down into more detailed data.

In this example we have been asked to provide the total number of active employees by Division for the Academic areas.   This statistic can be extracted by opening the Active_EEs data set. Then, filter on the Divisions and select the Academic division (Coles College of Business, University College, etc.).

Once you have your filter in place, drag the 'Division' field and the 'Count of Rows' for each Division into the Dimensional View. You are left with a very generic looking report.

Division	Count of rows
ART	264
BUS	356
EDU	214
HHS	300
HSS	614
SCM	396
UCL	99
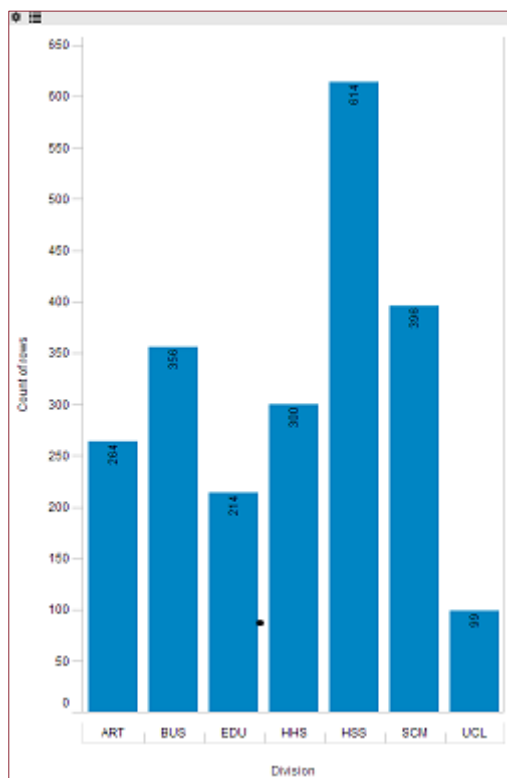
But what if you want to show them something a little flashier?

Simply click on the icon on the top of the bar.
It will automatically create a bar chart showing the total number of active employees for each division.

Now let's suppose that you also need to know how many active employees are in each Department within the ART division. You could create a new query and filter out the ART division and summarize by Department.

Continued on next page…

Tips & Techniques *(continued)*

Or, better still, why not just drill down through the chart you already have? To do this, hold your mouse over the bar for the division that you wish to examine. A small wheel (�) will appear. Click on the wheel and select 'Drill Down By' from the menu. Then in the drop down box, select 'Dept' and click on the 'Drill Down' button. A new chart will appear that shows the breakdown, by 'Dept', for the ART division.
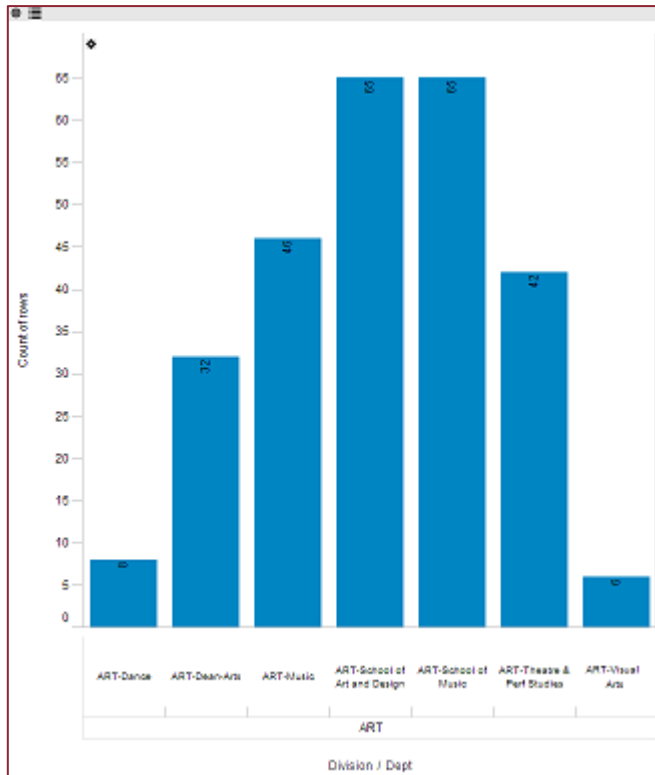
You can continue to drill down into each Department until you reach the granular level of data.

So, there you have it. It's an easy way to create graphs that allow you to drill down to lower level detail.

In the next issue of the BIN we will show you how to create workbooks that you can share with your colleagues.

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

Application Spotlight

Elizabeth Russell, Senior Benefits Specialist

In 2013 Kennesaw State University had an 'active' enrollment period which meant that all employees were required to participate in open enrollment or risk losing benefits that they had previously elected. Open enrollment is always a challenging time for the Benefits team but the extra amount of activity in 2013 created even more of a communications and monitoring dilemma.

How do you keep up with the daily activity and monitor whether employees have adequately responded to the open enrollment call? For Elizabeth Russell, Senior Benefits Specialist, the answer was in the use of the Decision Point tool, part of the Toad Business Intelligence Suite.

The Shared Services Center provided KSU with daily files in a CSV format containing thumbnail information of those employees who had not yet participated in the open enrollment process. The problem was that these files did not contain enough information to assist Elizabeth in contacting these employees.

Elizabeth used the power of the Decision Point tool to link the data included in the CSV files to the demographic information that is pulled daily from the ADP database. In this way she was able to pull the employee information that she needed, including position, department, supervisor ID and email addresses. With this information now linked, she was able to send targeted emails to those employees who still needed to respond. "Without this tool we could not have reached out to the employees as quickly as we did," Elizabeth said. "At the end of the open enrollment period there were less than 10% of the employees who had not participated, which was phenomenal."

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> "With this tool we can easily target select groups of employees who either need specific information, or who need to have forms of communication other than email. This is a phenomenal application."

In addition, Elizabeth was able to target those who signed up for specific benefits and send them needed information. For 2014, the carrier for the Flexible Spending Accounts and Health Savings Accounts is changing to US Bank. Elizabeth was able to use the Decision Point tool to easily extract the employee information for those who were selecting the high-deductible medical plan. She then sent them individual emails informing them that US Bank would be reaching out to them and that they should not ignore the US Bank emails or to assume that they were phishing attempts. "We wanted to let them know that they needed to respond to the US Bank emails," Elizabeth remarked. "Decision Point made this so much more efficient and accurate."

Application Spotlight *(continued)*

During the latter stages of the open enrollment period Decision Point was used to send even more targeted emails and assisted in continued communication with employees. "We had tremendous feedback from faculty and staff this year," Elizabeth said.

Being able to easily link externally prepared data such as the Shared Services files with data from internal databases such as ADP added a whole new dimension to the open enrollment analysis. "There is just so much you can do with this tool. I have a lot more functions that I want to learn more about," Elizabeth remarked.

And what about moving forward? According to Elizabeth the Benefits staff "will continue to use Decision Point to improve our employee communications. With this tool we can easily target select groups of employees who either need specific information, or who need to have forms of communication other than email. This is a phenomenal application."

Elizabeth is also looking forward to using Decision Point to prepare Dashboards so that the Benefits staff can easily see benefits trends and statistics. "We'll be able to use this tool to look at things like leaves and other statistics on a Departmental basis so that we can reach out to Departments that may need some assistance in dealing with benefits-related activity," Elizabeth said. "There is so much that we can do now to make our communications more meaningful and efficient."

Coming Attractions: Data Dictionary

The Human Resource Information Systems (HRIS) department will soon be releasing a data dictionary that will cover all of the data sets currently available with the Decision Point tool of the Toad Business Intelligence Suite. A data dictionary is a collection of the descriptions of the data objects or items in a data model or warehouse for the benefit of programmers or data analysts.

The Business Intelligence Data Dictionary (BIDD) will include a description of each data set, each field within the data set, and what the values mean. In addition, valid "codes" will include the descriptions of those codes as well as how they are determined and what they mean. Finally, relationships between different data sets will be defined so that you may link data sets easily and with more confidence.

As the BIDD expands, we will add information and documentation on the "snapshots" of data that are stored on a recurring basis. Finally, documentation of the scheduling and selection criteria for all of the automated exception reports will be published.

The goal is to provide you with additional information and support as you explore the tool for additional ways in which you can use Decision Point. HRIS will continue to work toward the goal of providing excellent customer services for all BI Users.

From the Developers Desk: Decision Point Data Sets

Welcome to the 2nd edition of the Business Intelligence Newsletter.   It hasn't taken long for the power of the Business Intelligence Suite to be put to good use by the Human Resources staff.   The automated, regularly scheduled reports continue to run, assisting the staff in data cleansing and auditing. In addition, the Decision Point tool is being used more and more by the HR staff to satisfy the 'ad hoc' reporting requirements that are a recurring theme.

Some questions have come up as to how often the data sets in Decision Point are refreshed. This process takes place behind the scenes, is automated, and runs from the ADP reporting database as well as from other data sources such as MFE, FIS, and, coming soon, Banner. Since some data sets are much larger, and therefore take large amounts of time to refresh, not all data sets are refreshed on a daily basis. We try to refresh those data sets that have day-to-day maintenance activity on a daily basis. Those data sets that are more static, the pay checks data set for instance, are refreshed weekly.

Our goal is to make all required information available to the users when needed and as up-to-date as possible.   If you review the data available in Decision Point and cannot find the data fields that you need, please contact us. Often we can add the required data fields, refresh the data for you, and give you access on a same day basis.

We are here to assist you in your data analysis and reporting needs. If you require a special refresh of a data set, we are happy to do so manually for your reporting needs.

Following is a list of the data sets currently available within the Decision Point tool.

Monthly
43G Payments (Grad Students)
Overload Payments

Daily
Active EEs
Active Faculty with Comp Row
Active Pay Distribution Codes
Active Positions
Additional Pay
All EEs with Current Status
Departments
FIS Report
Position Management
Vacant Positions

Bi-Monthly
Benefits Census Report with Age and Years of Service (1st / 15th)
Current FSA Data (1st and 15th)
Fiscal YTD TRS Deducts. (1st / 15th)
General Deductions (1st and 15th)
Job Reclass with Previous Job Information (1st/15th)
LOA List (2nd/16th)
Medicare Eligible Employees (2nd/16th)
Rehired Retirees (1st/15th)
Retirement Status (2nd/16th)
Terminated EEs with Active Retirement (2nd/16th)
YTD FSA Deductions (2nd/16th)

YTD Savings Plans Deductions (1st/15th)
YTD ORP Deductions (1st/15th)

Weekly
Active EEs PLUS (F)
Active EEs with Pay Distribution (M-W-F)
Check Data (TU)
Direct Deposit Data (M-W-F)
MFE Faculty Profile (W)
New Hire Records (M)
Staff Overloads (W)
TALX Data (W)
TAP Report (TU)
YTD Overtime (W)

Upcoming Payroll Dates – March and April 2014

1st Biweekly Payroll of March 2014 (314)
SPARS due: Thursday, 2/27/14
eTime due: Friday, 2/28/14 by 11:59 pm
Lockout: Monday, 3/3/14 at 8:00 am
Pay Date: Friday, 3/7/14

2nd Biweekly Payroll of March (324)
SPARS due: Thursday, 3/13/14
eTime due: Friday, 3/14/14 by 11:59 pm
Lockout: Monday, 3/17/14 at 8:00 am
Pay Date: Friday, 3/21/14

March Monthly Payroll (334)
SPARS due: Thursday, 3/20/14
eTime due: Friday,3/21/14 by 11:59 pm
Lockout: Monday, 3/24/14 at 8:00 am
Pay Date: Monday, 3/31/14

1st Biweekly Payroll of April (414)
SPARS due: Thursday, 3/27/14
eTime due: Friday, 3/28/14 by 11:59 pm
Lockout: Monday, 3/31/14 at 8:00 am
Pay Date: Friday, 4/4/14

2nd Biweekly Payroll of April (424)
SPARS due: Thursday, 4/10/14
eTime due: Friday, 4/11/14 by 11:59 pm
Lockout: Thursday, 4/14/14 at 8:00 am
Pay Date: Friday, 4/18/14

April Monthly Payroll 2013 (434)
SPARS due: Monday, 4/21/14
eTime due: Tuesday, 4/22/14 by 11:59 pm
Lockout: Wednesday, 4/23/14 at 8:00 am
Pay Date: Wednesday, 4/30/14