



Office Memorandum

Date: September 16, 2019
To: Agency Payroll, HR and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **Self Service Time Entry Subject Areas Available in Data Warehouse**

New Self Service Time Entry subject areas are now available in OBIEE (Oracle Business Intelligence Enterprise Edition), the SWIFT Data Warehouse query and reporting tool.

Self Service Time Entry Areas:

- **Self Service Timesheet:** Time and labor distribution data entered by employees for their supervisor's review and approval. The time and labor distribution is loaded for final review by payroll administrators.
- **Self Service Security:** Information about supervisors, managers, and payroll administrators who have authority to approve Self Service time entry. Both primary and backup approvers are included.
- **Self Service Timesheet Comments:** Information entered by the employee and/or supervisor/manager in Self Service. This private data may include information about who marked the timesheet complete, approved the time, or other information pertinent to the time being processed and paid.

To view a listing of the available Data Warehouse Payroll Subject Areas go to:
[Data Warehouse HCM Payroll Subject Areas](#)

Running reports in SWIFT Data Warehouse requires at least one General Warehouse security role, as well as role for the data (e.g. the combination of Agency Specific Basic Report Developer and Payroll Self Service Data roles). All SWIFT Data Warehouse roles can be found on page 10 of the [Security](#) form.

NOTE: Many current warehouse users already have the necessary security roles. The Payroll Self Service Data role was added to the Security form with the other payroll data roles.

New to OBIEE? The SWIFT Data Warehouse training page includes instruction on OBIEE navigation and running, printing, and exporting OBIEE analyses (reports). [SWIFT Data Warehouse Training](#)

More detail about these reporting resources can be found on the [SWIFT Data Warehouse Bulletins](#) page.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF