

Human Resource OBIEE Dashboard and Analysis Report Summary

The Human Resource reports from the SWIFT Data Warehouse are now available via OBIEE (Oracle Business Intelligence Enterprise Edition), the SWIFT Data Warehouse query and reporting tool. This suite of reports is comprised of Human Resource data from SWIFT. Users with the proper security clearance will find these reports on the *Human Resources* Statewide OBIEE dashboard.

This document provides summary information about the dashboard and associated reports.

What is a dashboard? A dashboard, in OBIEE, is basically a customized page that holds pertinent information. Dashboards typically display reports and/or links to reports. The *Human Resource* dashboard does just that.

If you have not used OBIEE take a look at the Instructions for running the Commitment Control and General Ledger dashboard that are available on the swift website:
<http://mn.gov/mmb/accounting/swift/reporting/swift-data-warehouse/warehouse-training/>

Human Resources Dashboard

This dashboard is the starting point for running the OBIEE Human Resource reports (referred to as analyses in OBIEE). The dashboard provides users with selection criteria fields that are pre-loaded with default values that filter the data presented in this suite of connected reports.

Users may change the selection criteria as desired and rerun the reports.

Report Summary:

Report (Analysis)	Description	Source OBIEE Subject Area
Active Full-Time/Part-Time Employees	This report lists all employees with an "Active" employee status, based on the selected full-time or part-time status.	HCM – Workforce- Employee Job Current *Security Role needed: HR Private Data by Department*
AFSCME Eligible for Next Increase Dates	This report lists all employees in AFSCME whose employee status is Active (A), Seasonal Layoff (E), Leave of Absence (L), or Paid Leave (P).	HCM – Workforce- Employee Job Current *Security Role needed: HR Private Data by Department*
Appointment/Leave End Date	This report lists all employees in Active, Seasonal Layoff, Leave of Absence, or Paid Leave status who have an Appointment End Date, a Work Out Of Class End Date, or an Expected Return Date occurring within (or prior to) the report's time frame. (Note: The time frame for this report starts with the current date and ends 8 weeks later.)	HCM – Workforce- Employee Job Current *Security Role needed: HR Private Data by Department*
Current Employee Salary/Appointment	This report lists all employees in a selected Job Class whose current employee status is Active (A), Leave of Absence (L), or Leave with Pay (P).	HCM – Workforce- Employee Job Current *Security Role needed: HR Private Data by Department*
Current Filled Positions	This report lists all active occupied positions whose incumbents have an employee status of Active, Seasonal Layoff, Layoff, Leave of Absence, or Leave With Pay.	HCM – Workforce- Employee Job Current *Security Role needed: HR Private Data by Department*

<p>Current Vacant Positions With Matching Job Record</p>	<p>This report lists all active positions that had a previous incumbent but are currently vacant (or on-hold). These positions have an associated employee job record, where the incumbent's current employee status is deceased, retired, or separated/terminated. The report excludes all positions with an "Inactive" position status.</p>	<p>HCM – Workforce- Employee Job Current *Security Role needed: HR Private Data by Department*</p> <p>HCM – Workforce – Position Current *Security Role needed: HR Private Data by Department, HR Statewide Data or Payroll Funding Salary FTE*</p>
<p>Current Vacant Positions With No Job Record</p>	<p>This report lists all active vacant (and on-hold) positions that do not have an associated employee job record (the position has not had any previous incumbents). The report excludes all positions with an "Inactive" position status.</p>	<p>HCM – Workforce – Position Current *Security Role needed: HR Private Data by Department, HR Statewide Data or Payroll Funding Salary FTE*</p>
<p>Eligible for Retirement Analysis</p>	<p>This report lists all employees in an agency and identifies their length of service and the number of years until they reach certain retirement-related dates (age 62, age 65, and Rule of 90). The report excludes employees whose current status is Deceased (D), Retired (R), or Separated/Terminated (T).</p>	<p>HCM – Workforce- Employee Job Current *Security Role needed: HR Private Data by Department*</p>
<p>Employees With Multiple Active Appointments</p>	<p>This report lists employees who have multiple active job records, which may be within one agency or across multiple agencies. Employees will appear in the report results for each agency in which they have an active job. (Note: Statewide reporting security access is required to run this report.) This report only includes hours reported for the following payroll earnings codes: REG (regular time worked), VAC (vacation leave taken), HOL (holiday hours paid), FLH (floating holiday hours paid), and RGP (regular pay).</p>	<p>HCM – Workforce- Employee Job Current *Security Role needed: HR Private Data by Department*</p> <p>HCM – Payroll – Labor Distribution *Security Role needed: Labor Distribution*</p>

<p>Ongoing Employee Hours Measurement</p>	<p>This report lists all employees whose status is Active or Leave With Pay, and whose paid hours and insurance eligibility meet one of the following two conditions: • Employees whose paid work hours average 29.00 or more hours per week over the duration of the measurement period to the present, and who are not eligible for full employer contributions toward insurance; or • Employees whose paid work hours average less than 30.00 hours per week over the duration of the measurement period to the present, and are listed as eligible for full employer contributions toward insurance.</p>	<p>HCM – Payroll – Labor Distribution</p> <p>*Security Role needed: Labor Distribution*</p>
<p>Part Time Employee Insurance</p>	<p>This report lists hours worked (including paid leave) by pay period for all part-time employees whose status is active or on paid leave. The report includes employees with an appointment status of unlimited, limited, provisional, temporary, or trainee, and excludes seasonal employees. The report excludes employees in bargaining units 201, 209, 210, 211; full-time or intermittent workers; deceased, retired, or separated status; and job codes 008596, 008597, 008598, and 008599 (student workers).</p>	<p>HCM – Payroll – Labor Distribution</p> <p>*Security Role needed: Labor Distribution*</p>
<p>Rehire/Company Seniority Date</p>	<p>This report lists the most recent employee job records where the action type is "Rehire" and the Company Seniority Date does not match the Rehire Effective Date.</p>	<p>HCM – Workforce- Employee Job History</p> <p>*Security Role needed: HR Private Data by Department*</p>
<p>Salary Increase/Probation End Date</p>	<p>This report lists all employees in Active, Leave, Leave with Pay, or Seasonal Layoff status who have one or both of the following fields dated prior to the end of the report's time frame:</p> <ul style="list-style-type: none"> • Eligible For Next Increase Date, and/or • Probation End Date. 	<p>HCM – Workforce- Compensation History</p> <p>*Security Role needed: HR Private Data by Department*</p>

<p>Seniority Roster</p>	<p>This report lists all employees currently holding a specific job title, by agency, bargaining unit, and seniority unit.</p>	<p>HCM – Workforce- Seniority Roster</p> <p>*Security Role needed: HR Private Data by Department*</p>
<p>Vacant Positions</p>	<p>This report lists all vacant positions.</p>	<p>HCM – Workforce – Position Current</p> <p>*Security Role needed: HR Private Data by Department, HR Statewide Data or Payroll Funding Salary FTE*</p>