

Date: December 27, 2017

To: Deputy Commissioners, HR Directors and Designees, SEMA4 HR, SEMA4 Payroll, OBIEE HR User Group

From: Edwin Hudson, Deputy Commissioner, Enterprise Human Capital

Subject: **MMB will stop updating HR data in the IA Warehouse on July 1, 2018**

Effective July 1, 2018, MMB will no longer update the IA Warehouse with new data. The IA Warehouse will still be available for historic data, but will not be updated with new SEMA4 (human resources, payroll and Recruiting Solutions) or warrant data after July 1, 2018.

Why is this happening?

The newer Data Warehouse is where we will keep updated data. Maintaining data in two places is redundant, inefficient, and requires additional resources.

New resources and help for agencies

MMB surveyed state agencies about how they use data currently available in the IA Warehouse. We took that information and will provide the following for agencies to help with this transition:

- Human Resources, Recruiting Solutions, and payroll data will be available via the OBIEE reporting tool for agencies to run their own ad hoc reports
- New standard reports in OBIEE for agency use
- Supervisory and emergency contact reports available to agency managers and supervisors via Self Service
- New “views” in the Data Warehouse for agencies to reference/download data to their subsystems
- OBIEE HR User Group meetings and “hands-on” OBIEE lab sessions
- Periodic project updates to agencies between now and July 1, 2018

What do agencies need to do by July 1?

State agencies should take the following steps to transition to the Data Warehouse:

- Review the delivered standard reports currently available in OBIEE to see if they meet your agency needs or determine if you can customize them to meet your agency needs.
- Review the current HR subject areas and folders within the OBIEE reporting tool and confirm that your agency has the data needed to create your agency specific reports. Contact the SWIFT helpdesk if you cannot access the data you need in OBIEE for your agency specific reports.
- Recreate agency-specific reports generated from the IA Warehouse reports in the OBIEE reporting tool.
- Use the OBIEE reporting tool whenever possible.
- For agencies that are pulling HR data into a subsystem, create a plan to test your new Data Warehouse view from both a technical and business perspective.

- Contact Kristin.Batson@state.mn.us if your agency is considering or in the process of developing a new subsystem that requires data from the Data Warehouse.

Frequently Asked Questions about the retirement of updating HR Data to the IA Warehouse

1. Will the OBIEE HR User Group meetings and lab sessions continue to meet?

Yes, these meetings will begin again in early 2018.

2. How will I know which of our agency reports should be recreated in OBIEE?

Compare your agency reports in the IA Warehouse with the statewide reports available in OBIEE. Review the Statewide Reports in OBIEE to see if they meet your agency needs or can be customized to meet your agency needs. If there is a “report gap”, your agency will need to recreate the agency specific report in the OBIEE reporting tool.

3. What if my agency doesn’t have the capacity or resources to recreate the reports in OBIEE?

You have a number of resources available:

- Refer to the [OBIEE User Reference Materials](#) in the HR Toolbox on the MMB website.
- Contact Kristin.Brietzke@state.mn.us, HR Data Reporting Consultant at MMB if you have any questions.
- Attend OBIEE HR user group meetings and lab sessions to build HR reporting knowledge and skills. Information about upcoming meetings will be distributed to HR directors.

4. What should I do if I need help getting access to OBIEE?

If you have questions about OBIEE access or technical issues, contact the SWIFT Help Desk at 651-201-8100, option 2, or swifthelpdesk.mmb@state.mn.us.

Definition of Terms

“**Data Warehouse**” is also known as the SWIFT Data Warehouse. The Data Warehouse contains SEMA4 (human resources, Recruiting Solutions and payroll), warrant, and SWIFT data.

“**IA Warehouse**” this is the old data warehouse that will no longer be updated with SEMA4 or warrant data after July 1, 2018. State agencies will still have access to historical information from MAPS (previous accounting system) SEMA4, and warrant data from the Treasury system via the IA Warehouse.

“**OBIEE**” is the reporting tool state agencies use to create reports from the data in the Data Warehouse.

Thank you for your continued cooperation and support with this project.