

# JHU HR Analytics Headcount/Assignment Dashboard

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USER GUIDE, MAY 2023

# What is the Dashboard?

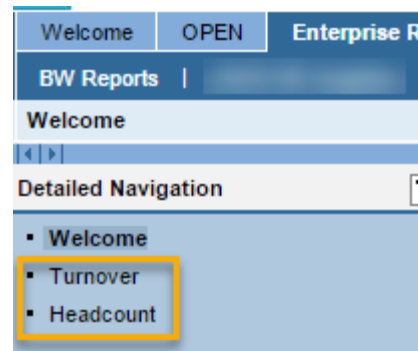
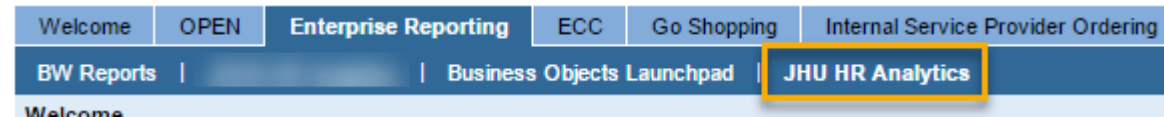
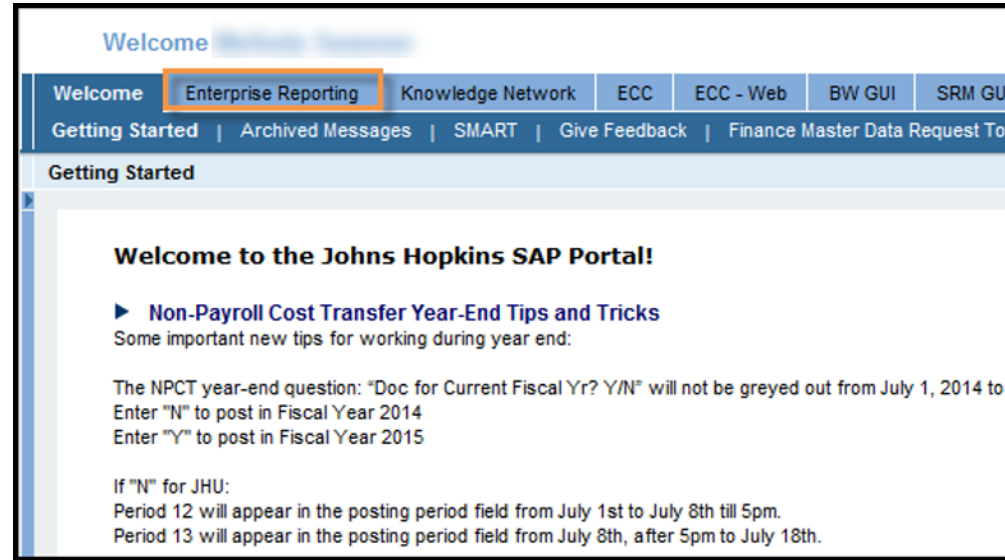
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## Headcount/Assignment

- The Headcount/Assignment Dashboard provides a snapshot of who works in your area.
- In this dashboard you will view information on employees and their assignments. Employees with concurrent (additional) assignments will have multiple results; this is especially common in the student employee population.
- Please note that you will only be able to view the assignments that you have security access to view. Employees in your area could have concurrent employment elsewhere in JHU.

# Accessing the Dashboard

1. Log into SAP with your JHED/password.
2. Select the Enterprise Reporting tab.
3. Click JHU HR Analytics.
4. Click Headcount to launch the Dashboard. A new window or tab launches. It may take a moment to populate.



# JHU Headcount Dashboard

The Headcount Dashboard defaults to Full-Time and Part-Time employees.

The default display shows ALL Personnel Areas or Org Units you have access to see for the current month.

All the data in the HR Analytics Dashboard and reports is one day delayed. HR data is updated overnight in BW/Analysis.

The Dashboard is unavailable daily from 8:45 pm to 12:45 am for updates.



## Customizing the View

Figure 1: At the top of the screen you can select which month's data you would like to view. Available periods reach back to July 2008.

Figure 2: At the left of the screen the Data Selections menu will display if you allow your mouse to hover over the blue bar. You can clear the defaults and/or make additional selections to alter your view. Click "Apply Selections" when you are ready. **New for 2023: filtering by Oversight or Org Unit is now available in the Data Selections menu.**

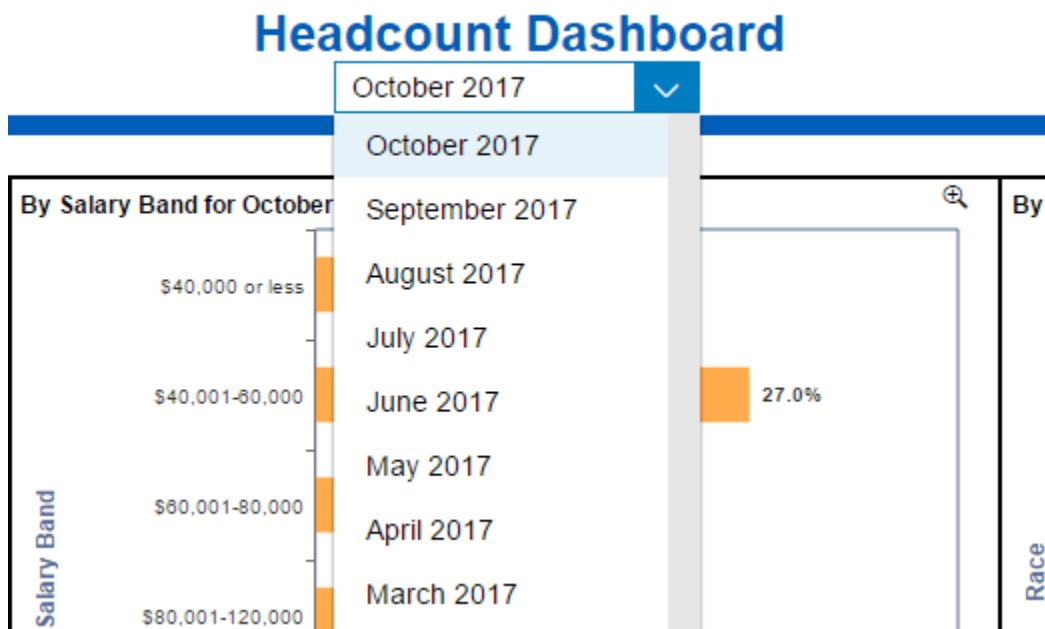


Figure 1

The screenshot shows the 'Data Selections' menu. At the top, there are 'Clear' and 'Apply' buttons. The menu is divided into several sections:

- Select Schools/Divisions:** A list of checkboxes for various departments, including Academic and Business Centers, Carey Business School, Libraries, Peabody, SAIS, School of Arts & Sciences, School of Education, School of Medicine, School of Nursing, School of Public Health, University Administration, University Student Services, and Whiting School of Engineering.
- Select Subarea:** A list of checkboxes for roles and positions, including Bargaining Unit, Deans/Executive, Faculty, Graduate Student, Intern/Resident, Med Student, Postdoc, Senior Staff, Staff, Undergrad Student, and Visiting Student.
- Select Oversight Units:** A section with a 'NEW!' badge and a search box.
- Select Org Units:** A section with a search box.
- Select Employee Groups:** A list of checkboxes for employee types, including Casual / On Call, Full Time (checked), Limited, Non-Employee, Part-time (checked), Student, and Temporary.
- Select FLSA Indicator:** A list of checkboxes for FLSA status, including Exempt and Non-Exempt.

The menu only displays Personnel Areas from either the Personnel Areas or Org Units that you have access to in SAP.

Figure 2

## Additional Data

Figure 3: If you allow your mouse to hover over the total headcount near the top left of the dashboard you will notice a dialogue box inviting you to click for School/Division Info. You can open and close this popup chart at any time.

Figure 4: Near the top right hand side of the dashboard is a slide out menu where you can find associated reports and the export to PDF command in order to save, print, or email. To print please export to PDF, then print.

Figure 5: When you run a dashboard report you will be asked to select report prompts. Type your prompt into the dialogue box at the top and click the arrow key to add it as your start value. Repeat for your end value.



Figure 3

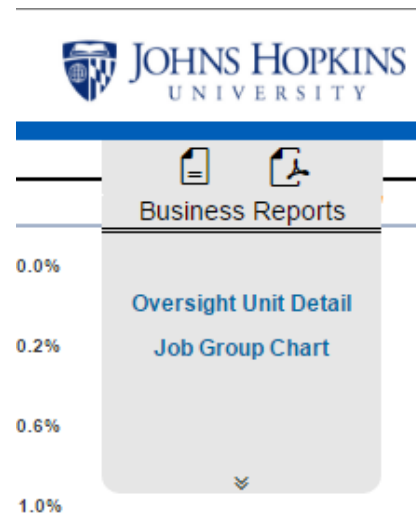


Figure 4

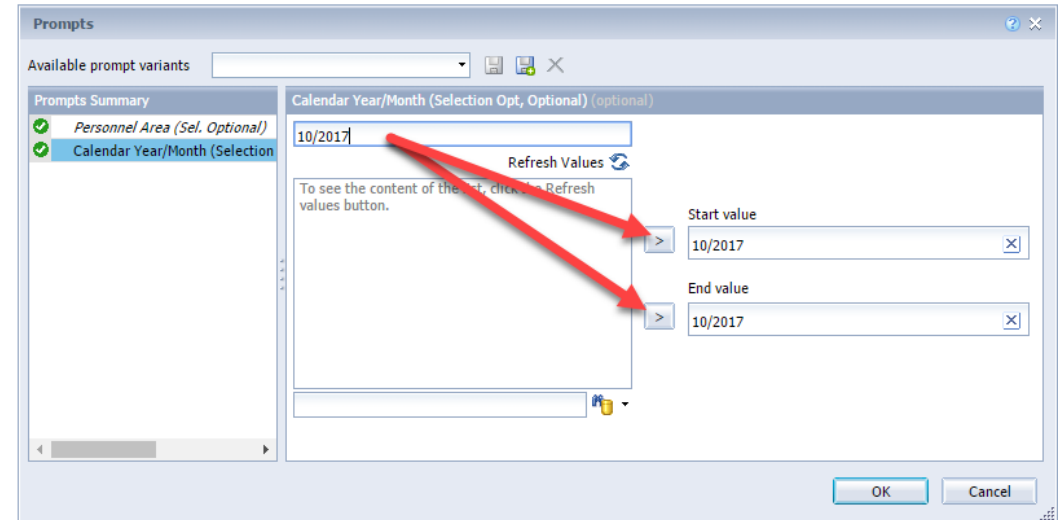


Figure 5

# Tips and Tricks

Each chart has a magnify icon (Figure 5). When you click this button the selected chart is enlarged as a popup. To close the popup click the de-magnify icon (Figure 6).

Hovering over any chart data will allow you to see a tooltip, which enlarges text (Figure 5).

The horizontal axis label clarifies whether the figures you see are a percentage of the whole or a count of employees (Figure 5).

If the dashboard is too large or small for your screen please follow these directions to zoom in or out using your web browser settings:

[Zoom Instructions for Internet Explorer](#)

[Zoom Instructions for Chrome](#)

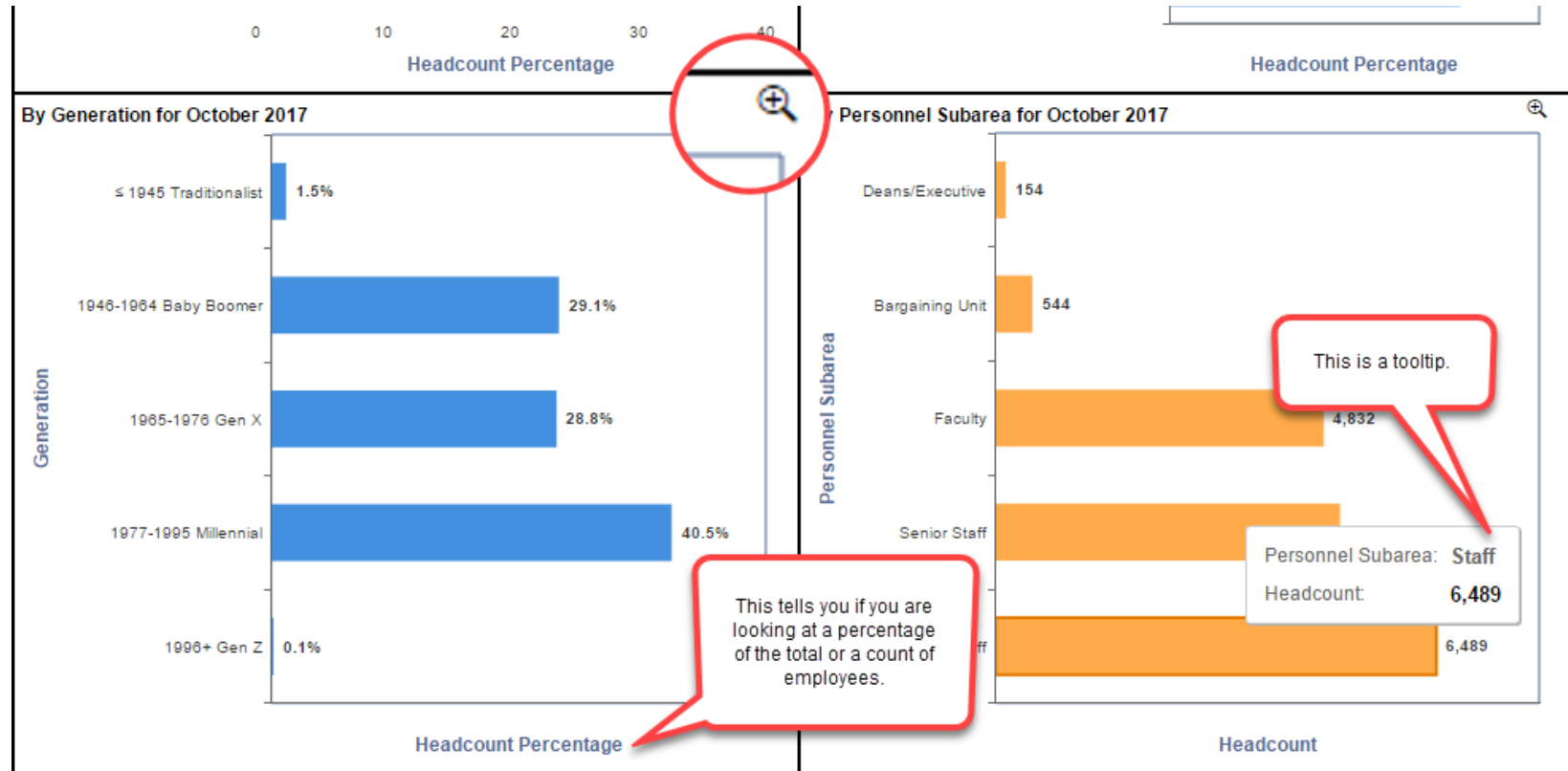


Figure 5

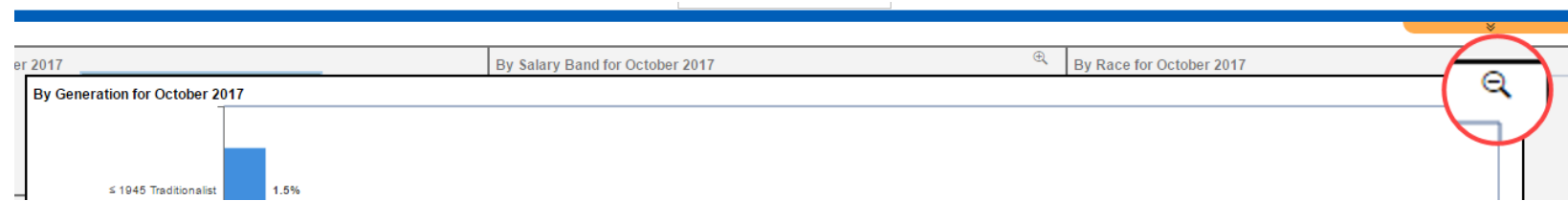


Figure 6

# Data Mapping Information: Salary Range

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Salary range data is derived from the “FTE Annual Salary” field in SAP, which means that the salary has been automatically annualized in SAP for part-time employees.

## Defined ranges are:

- \$40,000 or less
- \$40,001-\$60,000
- \$60,001-\$80,000
- \$80,001-\$120,000
- \$120,001-\$200,000
- Greater than \$200,000



# Data Mapping Information: Ethnicity and Race

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SAP has several fields for race and ethnicity, including:

Ethnicity: the value can be either Hispanic/Latino or Not Hispanic/Latino.

Racial Category (multiple fields available): the value can be American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, or blank. Up to seven selections can be made.

*Note that “Two or more races” is not a field in SAP, and was calculated as defined below.*

If an employee self-selected “Hispanic/Latino” in the Ethnicity field, their Race/Ethnicity was set to Hispanic/Latino.

If an employee self-selected “Not Hispanic/Latino” in the Ethnicity field, and selected only one race in the Racial Category fields, then their Race/Ethnicity was set to the only race selected in the Racial Category field.

If an employee self-selected “Not Hispanic/Latino” in the Ethnicity field, and selected more than one race in the Racial Category fields, then their Race/Ethnicity was set to “Two or More Races.”

If an employee left all of the Ethnicity and Race fields blank the entry is “Not Specified.”

# Data Mapping Information: Length of Service

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Length of Service is calculated based on the number of years between the most recent hire type action (this could be Hire, Rehire, etc.) and the last day of the month that you are viewing in the dashboard.

Length of Service categories include:

- Less Than 1 Year
- 1 to 4 Years
- 5 to 9 Years
- 10 to 14 Years
- 15 to 19 Years
- 20 to 24 Years
- 25 to 29 Years
- 30 to 34 Years
- Greater Than 34 Years

# Data Mapping Information: Personnel Subarea

Personnel Subarea is a field in SAP that is used to group employees as follows:

## Staff

- Staff-Admin
- Staff-Non Admin

## Sr. Staff

- Sr. Staff-Admin
- Sr. Staff-Appt
- Sr. Staff-Non Ad

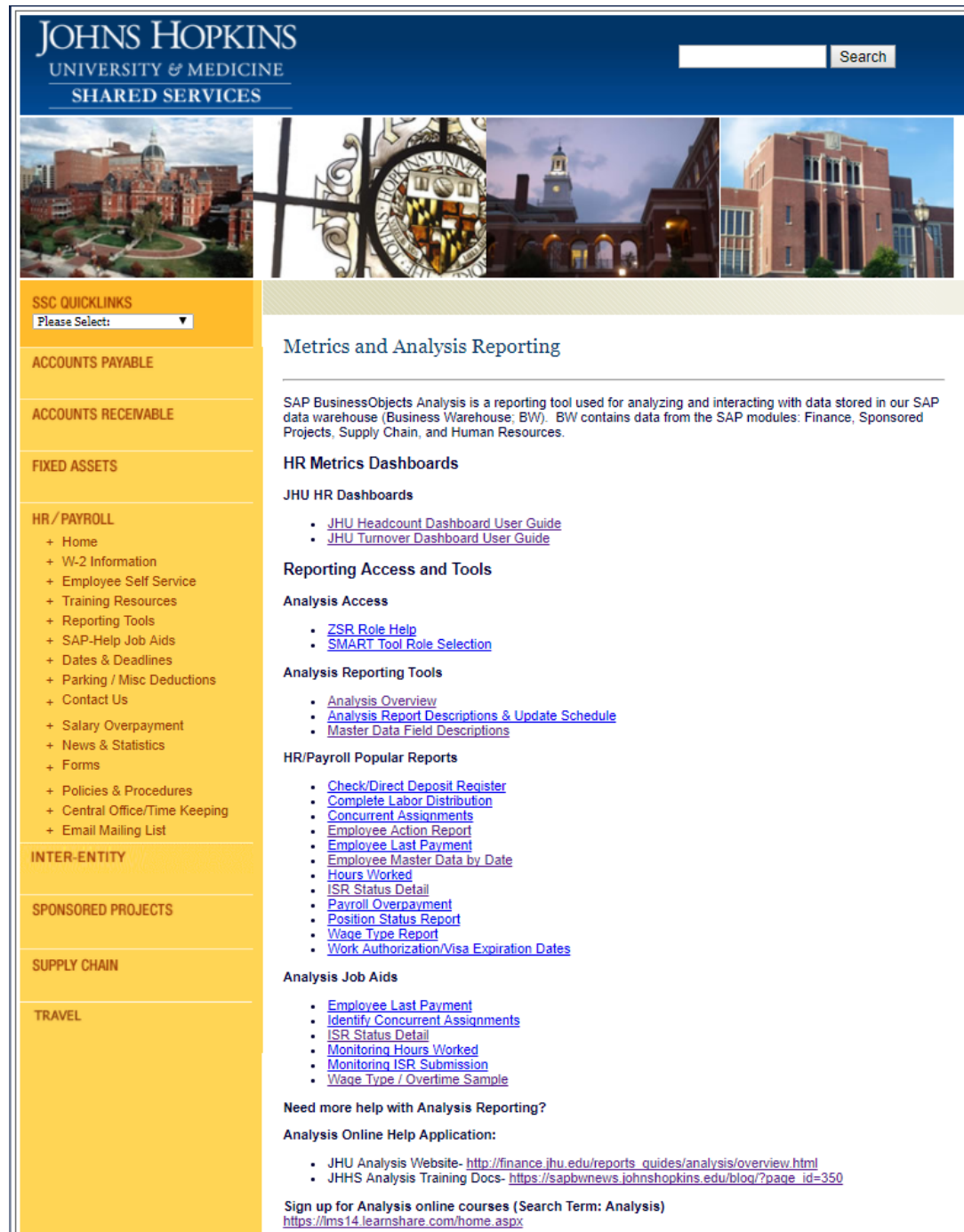
Deans/Executives

Bargaining Unit

# What if the dashboards don't answer my questions?

The dashboards are intended to provide a high level overview of HR data and trends for your area. You may find that the data doesn't answer your specific question or that the data makes you ask new questions. Analysis reports are the next step in these cases.

Please visit the Shared Services website for training and job aids. Click the picture of the Shared Services website in this user guide to open the website in your default web browser.



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## Metrics and Analysis Reporting

SAP BusinessObjects Analysis is a reporting tool used for analyzing and interacting with data stored in our SAP data warehouse (Business Warehouse: BW). BW contains data from the SAP modules: Finance, Sponsored Projects, Supply Chain, and Human Resources.

### HR Metrics Dashboards

**JHU HR Dashboards**

- [JHU Headcount Dashboard User Guide](#)
- [JHU Turnover Dashboard User Guide](#)

### Reporting Access and Tools

#### Analysis Access

- [ZSR Role Help](#)
- [SMART Tool Role Selection](#)

#### Analysis Reporting Tools

- [Analysis Overview](#)
- [Analysis Report Descriptions & Update Schedule](#)
- [Master Data Field Descriptions](#)

#### HR/Payroll Popular Reports

- [Check/Direct Deposit Register](#)
- [Complete Labor Distribution](#)
- [Concurrent Assignments](#)
- [Employee Action Report](#)
- [Employee Last Payment](#)
- [Employee Master Data by Date](#)
- [Hours Worked](#)
- [ISR Status Detail](#)
- [Payroll Overpayment](#)
- [Position Status Report](#)
- [Wage Type Report](#)
- [Work Authorization/Visa Expiration Dates](#)

#### Analysis Job Aids

- [Employee Last Payment](#)
- [Identify Concurrent Assignments](#)
- [ISR Status Detail](#)
- [Monitoring Hours Worked](#)
- [Monitoring ISR Submission](#)
- [Wage Type / Overtime Sample](#)

#### Need more help with Analysis Reporting?

**Analysis Online Help Application:**

- JHU Analysis Website- [http://finance.jhu.edu/reports\\_guides/analysis/overview.html](http://finance.jhu.edu/reports_guides/analysis/overview.html)
- JHHS Analysis Training Docs- [https://sapbwnews.johnshopkins.edu/blog/?page\\_id=350](https://sapbwnews.johnshopkins.edu/blog/?page_id=350)

**Sign up for Analysis online courses (Search Term: Analysis)**  
<https://ims14.learnshare.com/home.aspx>