# JHU HR Analytics Turnover Dashboard

USER GUIDE, APRIL 2023

# What is the Dashboard?

## Turnover

- The Turnover Dashboard provides a snapshot of employees who are leaving your school/department.
- Turnover rate is calculated this way: *Number of terminations during the specified period divided by the average headcount for the specified period times 100.*

# Accessing the Dashboard

1. Log into SAP with your JHED ID and password.

2. Select the Enterprise Reporting tab.

3. Click JHU HR Analytics.

4. Click Turnover to launch the Dashboard. A new window or tab launches. It may take a moment to populate.

# JHU Turnover Dashboard

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

The default display shows ALL Personnel Areas or Org Units you have access to for the most recently closed month.

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

The Dashboard is unavailable daily between 8:45 pm and 12:45 am for updates.
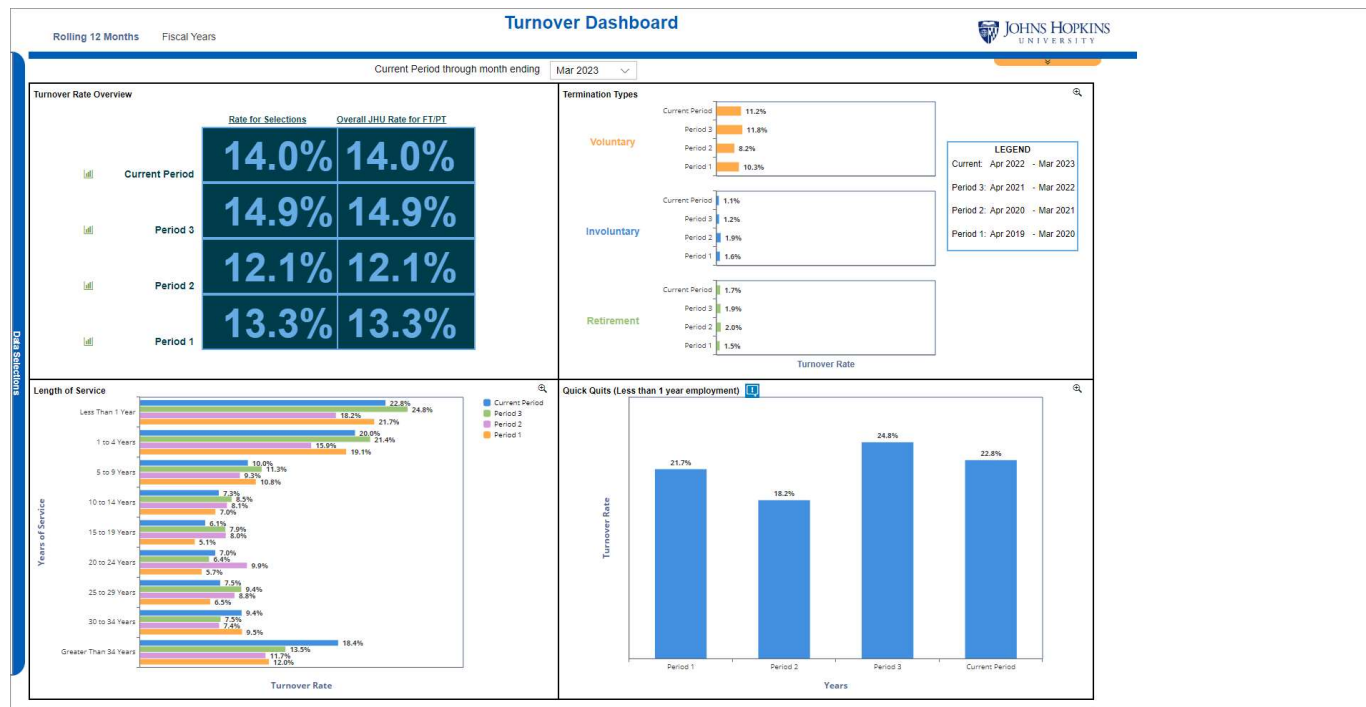
Customizing the View

Figure 1: At the top of the screen you can select either Rolling 12 Months or Fiscal Year view. The default is Rolling 12 Months and available periods reach back to 2014. If you switch to Fiscal Year view, available periods reach back to 2009. Rolling 12 Months view only displays months that have already closed. Fiscal Year view will annualize the data that is available for the current fiscal year. If your area experiences seasonal shifts in monthly turnover the annualized figure for the current fiscal year may be unrealistically high.

Figure 2: At the left of the screen the Data Selections menu will open 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. **New in April 2023**: you can filter by Oversight or Org Unit.



Figure 1



The menu only displays 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 Rate for Selections near the top left of the dashboard, a Click for Termination details dialogue box will appear.  It will display demographic information about terminated employees. You can open and close this popup chart at any time.

Figure 4: Click on the green icon to the left of each Fiscal Year to open a monthly trend chart.
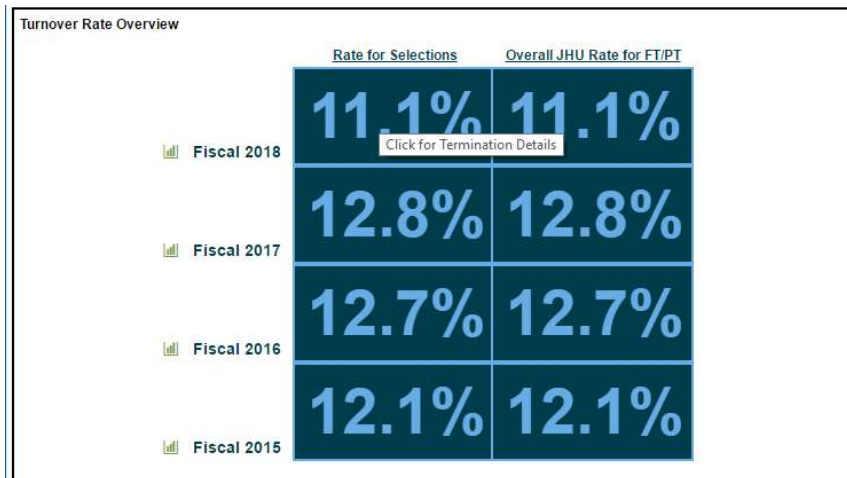


Figure 3



Figure 4

## Additional Data

Figure 5: Near the top right hand side of the dashboard is a slide out menu (Figure 5) where you can find associated reports and the export to PDF command in order to save, print, or email the report. To print, export to PDF first, then print.

Figure 6: 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.
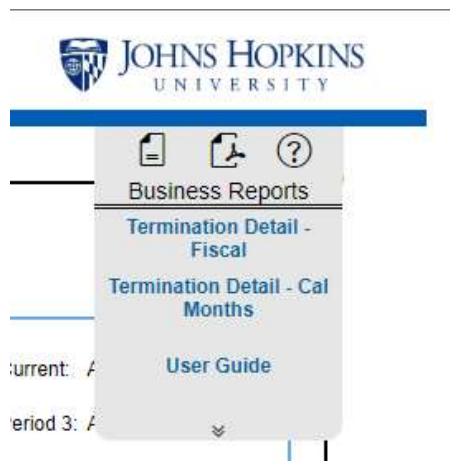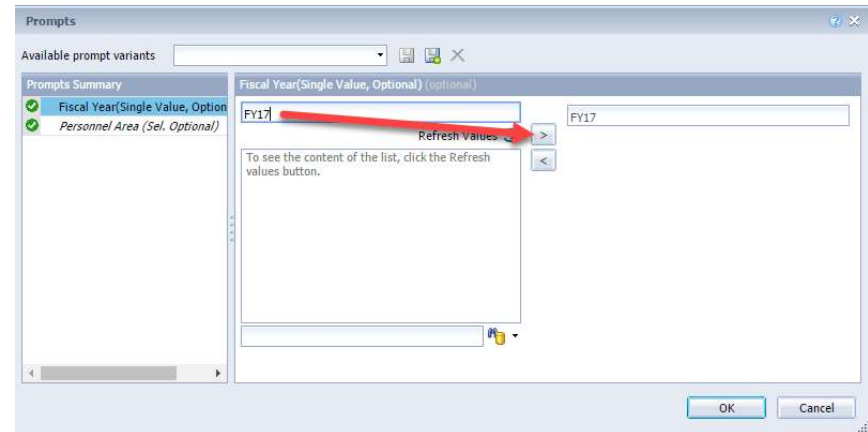


Figure 5



Figure 6

# Tips and Tricks

Each chart has a magnifying icon (Figure 6). When you click this button, the selected chart is enlarged as a popup. To close the popup click again, to de-magnify (Figure 7).

Hovering over any chart data will allow you to see a tooltip, which enlarges text (Figure 6).

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

Zoom Instructions for Internet Explorer

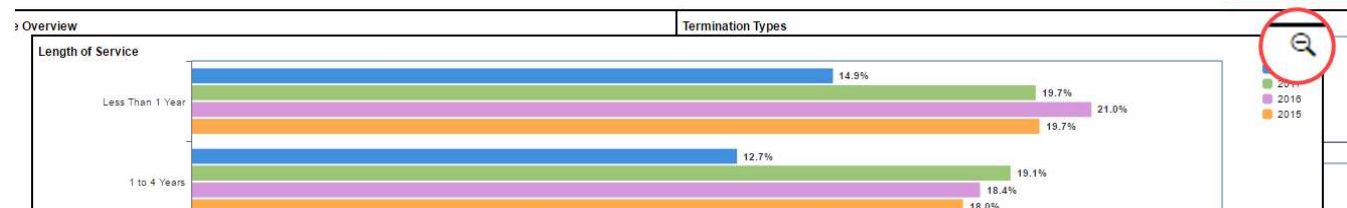Zoom Instructions for Chrome



Figure 6



Figure 7

# What are Quick Quits?

Quick Quits are employees who terminated after less than one year of employment. Your Quick Quits rate should be approximately double the rate of voluntary termination for your selections.

If your Quick Quits rate is significantly more than double the rate of voluntary termination, this could be a sign of problems with recruiting or onboarding.
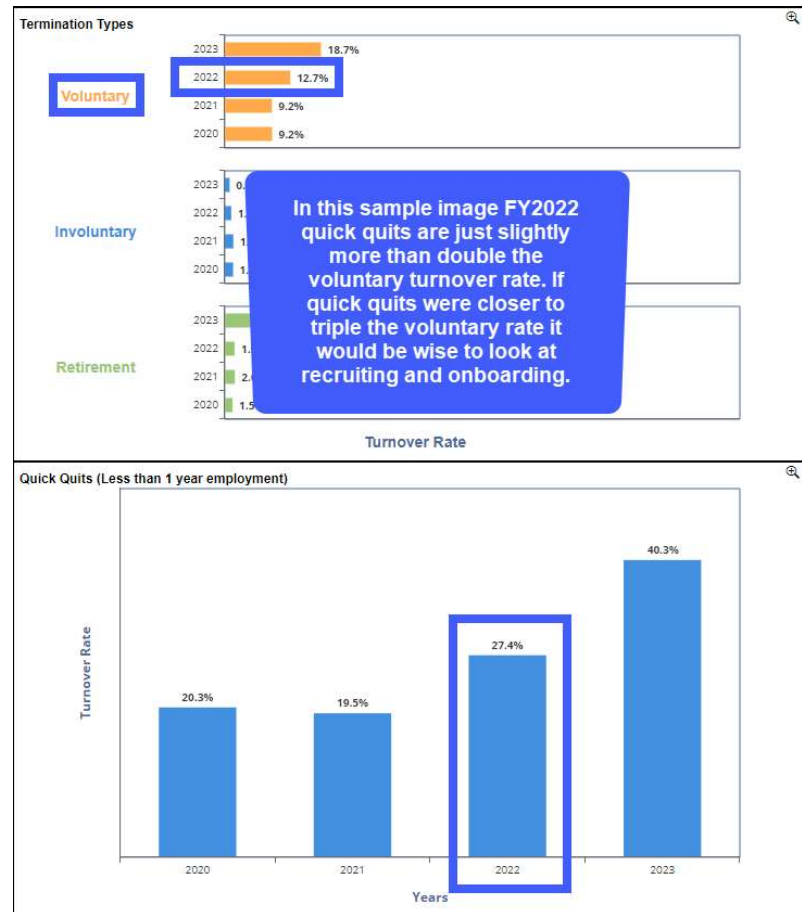
# Data Mapping Information: Termination Type

**Termination Types include:**

- Voluntary
- Involuntary
- Retirement

Please click this Shared Services logo to visit the Shared Services HR/Payroll Shared Services website for a complete list of Reason Codes.

**JOHNS HOPKINS**
UNIVERSITY & MEDICINE
**SHARED SERVICES**

# Data Mapping Information: Length of Service

Length of Service is calculated based on the number of years between the most recent hire action (this could be Hire, Rehire, etc.) and termination.

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: Ethnicity and Race

Information about ethnicity and race as it pertains to turnover can be seen in the termination detail charts and report. 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: Personnel Subarea

Information about Personnel Subarea as it pertains to turnover can be seen in the termination detail charts and report. Personnel Subarea is a field in SAP that is used to group employees as follows:

| Support Staff | Sr. Staff | Deans/Executives | Bargaining Unit |
|---|---|---|---|
| • Staff-Admin<br>• Staff-Non Admin | • Sr. Staff-Admin<br>• Sr. Staff-Appt.<br>• Sr. Staff-Non Admin | | |

# Data Mapping Information: Salary Range

Information about salary range can be seen in the termination detail charts and report. 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 employees who work less than the full-time equivalent.

## 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

# 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 school or department. Not all questions may be answered using these tools. Analysis reports should be as the next step if this the case.

Please visit the HR/PY 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.