Overview

General Information

The Overview tab provides quick access to counts by position, job, and headcount. Counts are available at various levels of aggregation, down to the full position/person detail.

Data Sources

Data are sourced from PeopleSync and are built using the UDW+ Position Assignment subject area.

In addition, UDW+ has incorporated data converted from legacy HR systems; where available, data for positions, compensation plans, and activity pay in effect on or after 9/1/2009 are included.

Definitions

- **Counts** are delineated based on the position and job staffing models of the PeopleSync system.
- **Filled Positions.** For all positions within the PeopleSync position management staffing model, the number of assignments filled by works on the As Of date selected.
- **Filled Jobs.** For all positions within the PeopleSync job management staffing model, the number of assignments filled by workers on the As Of Date selected. In addition, all appointments sourced from legacy HR data systems are included in the “Filled Jobs” count only.
- **Unfilled Positions.** When a position is vacated, it may be filled by another worker. For all positions within the PeopleSync position management staffing model, the number of vacant positions on the As Of Date selected. Unfilled positions may or may not have a requisition open to fill/refill the position. Unfilled position counts are unavailable for legacy HR data.
- **Headcount.** For any filter parameters selected, the distinct count of persons in all filled positions and jobs on the As Of Date selected.

**Data Note:** Headcount totals may not be accurately represented due to placeholder jobs in the Adjuncts, Students, and Additional Compensation job family. Placeholder jobs are also included in the ‘Filled Jobs’ totals.

Dashboard Prompt Filters

The Overview page is intended to be run with a minimal number of filters. A variety of filters are available to further refine counts by organization, job profile, and position attributes.

The following dashboard prompts are available for filtering results:

<table>
<thead>
<tr>
<th>Filter</th>
<th>Location</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Division</td>
<td>main filters</td>
<td>Required field. The aggregation of PeopleSync supervisory organizations above Reporting Department in NYU’s hierarchy. It allows for analysis at the school or administrative division level of the University.</td>
</tr>
<tr>
<td>Department</td>
<td>main filters</td>
<td>The aggregation of PeopleSync supervisory organizations at the lowest level of NYU’s hierarchy, used for isolating information for analysis at the administrative or academic department level.</td>
</tr>
<tr>
<td>Supervisory Organization</td>
<td>main filters</td>
<td>The PeopleSync Supervisory Organization associated with each position and job. Position, job, and head counts are determined by counting all positions, jobs, and people within the selected Supervisory Organization, associated Departments, or associated School/Division.</td>
</tr>
<tr>
<td>As Of Date</td>
<td>main filters</td>
<td>Required field. Selecting an As Of Date will limit counts to position assignments in effect on that particular day.</td>
</tr>
<tr>
<td>Job Family Group</td>
<td>more search options</td>
<td>The highest-level grouping of Job Families and Job Profiles in PeopleSync.</td>
</tr>
<tr>
<td>Job Family</td>
<td>more search options</td>
<td>The grouping of Job Profiles in PeopleSync. As an added feature, this filter can be applied by clicking a hyperlinked Job Family value in the report “Counts by Job Family and Title.”</td>
</tr>
<tr>
<td>Worker Type</td>
<td>more search options</td>
<td>PeopleSync classification of employees (Regular, Fixed Term, Contractor, etc).</td>
</tr>
<tr>
<td>Time Type</td>
<td>more search options</td>
<td>Determination of Full Time or Part Time status for each position.</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Position Title</td>
<td>more search options</td>
<td>As an added feature, this filter can be applied by clicking a hyperlinked Position Title value in the report “Counts by Job Family and Title.”</td>
</tr>
<tr>
<td>Primary Position</td>
<td>more search options</td>
<td>Check ‘Y’ to limit counts to primary positions/jobs as identified in PeopleSync. Note: many headcount reports in PeopleSync are limited to counting employees in their primary position/job only.</td>
</tr>
</tbody>
</table>

**Counts by Job Family, Job Family Group, Job Profile and Job Title**

These reports show additional breakdown of position, job, and head counts. As an added feature, clicking the hyperlinked Job Family or Job Title values in the reports will limit the entire Overview page by the selected value. Use the Reset button or the individual prompt filters to remove the filter once applied.

**Data Note:** Because users are not required to enter job profiles for newly created Academic positions, a '-' will appear as a job profile for those positions where no job profile is filled in. These positions are still being counted in the overall unfilled positions count and can be filtered to view the position title and position id. Once a job profile is selected in PeopleSync, job attributes (Job Family, Job Family Group, Job Profile, etc.) will populate in UDW+.

**Employee and Position Information**

The final report displays basic information about each position included in the counts, including the employee assigned. Unfilled positions will be indicated as Vacant in the Full Name field. Drills are available to both the employee details and position details. Click the hyperlinked Campus ID to view the employee history detail. Click the hyperlinked Position ID to view additional position details.

**Position ID Information Drill**

This page is available as a drill from any Position Id on the Overview page. This page displays in a pop-up window; browser pop-up blockers may need to be configured to view the page. The page will show the state of a position/job effective on the As Of Date selected in the Overview page prompt filter. Note that only the current values of the following fields are available in this report; the values may not reflect the value based on the As Of Date selected:

- School Group
- Reporting Department
- Manager Name

Drills are available to additional detail. Click the Full Name of the employee to view the employee history detail. Click the Position Id to view the full position history detail.

**Position History Detail**

This page is available as a drill from any Position Id on the Overview and Employee History pages. This page displays in a pop-up window; browser pop-up blockers may need to be configured to view the page. The page will show full history of a position/job across time. The current value of the following fields are displayed:

- Position Title
- Staffing Model
- Job Family Group
- Job Family
- Job Profile

The Position Assignments History section displays, in reverse chronological order by effective date, all current, past, and future position assignments, including vacant periods. Changes over time to Business Title, Supervisory Organization, Worker Type, and Time Type will be displayed. The current position assignment status row will be indicated as “Current.” The Costing Allocation History section displays all costing allocation distributions over time. Compensation and activity pay amount details are unavailable; access the Compensation or Employee History pages for these details (dependent on security).
Counts for new never filled positions are shown under unknown counts by job family, job family group, and job profile, i.e.: '-' . These positions are still being counted in the overall unfilled positions count and can be filtered to view the position title and position id.