HR Administration Dashboard

The HR Administration Dashboard is the result of the work of the UDW+ HR Administration Focus Group, a group of human resource and finance officers and analysts across schools and divisions who were nominated by members of the UDW+ Operating Committee. The Focus Group convened beginning in May of 2014 to define and prioritize reporting needs for school- and division-level administrators, based on HR data to be made available in UDW+; from June through August, members participated in interactive prototyping design sessions to develop and refine reporting content.

A core set of reporting priorities was defined and addressed in the first version of the HR Administration Dashboard. Subsequent releases will continue to incorporate additional reporting needs and data as it becomes available in UDW+.

Version History

<table>
<thead>
<tr>
<th>Version</th>
<th>Release Date</th>
<th>Summary of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>October 2014</td>
<td>Release to production of initial prototype.</td>
</tr>
<tr>
<td>1.1</td>
<td>February 2015</td>
<td>Winter 2015 enhancements: General • ability to export rosters and data tables • addition of column and row totals where available Overview tab • availability of historical assignment data converted from legacy data sources; counts are available back to an effective date of 9/1/2009 • addition of counts by Job Family Group and Job Profile • the ability to select all School Groups for reporting (based on authorized security access) Faculty Academic Appointments • availability of historical assignment data converted from legacy data sources; counts are available back to an effective date of 9/1/2009 Administrative Appointments • availability of historical assignment data converted from legacy data sources; counts are available back to an effective date of 9/1/2009 Compensation • addition of Median Salary to the Average Compensation by Job Family and Job Profile metrics Employee History • availability of historical assignment data converted from legacy data sources; counts are available back to an effective date of 9/1/2009 • availability of historical compensation and activity pay data converted from legacy sources; plans in effect back to 9/1/2009 are available</td>
</tr>
</tbody>
</table>

Reporting Units

To accommodate NYU’s complex structure, the HR Administration Dashboard organizes data by School and Department. The filters at the top of
each page permit the selection of schools and departments to which the user has access. Data may be viewed for only one school at a time. School is the highest organizational level within the dashboard and may actually be a school, an institute, or an administrative division. Department is generally an academic or administrative department; the department corresponds to one or more Supervisory Organizations in PeopleSync.

As Of Date

The dashboard shows information as of an effective date (“As Of Date”). Generally speaking, selecting an As Of Date will show all position assignments in effect on that particular day; in some cases (noted elsewhere in this document), the As Of Date is also used to limit compensation plans, costing allocations and academic appointments to those in effect on the date selected. By default, the As Of Date is set to today; users may select values from 9/1/2009 and beyond.

Data Sources and Update Frequency

Data are sourced from PeopleSync. These data are refreshed nightly, as indicated by the date/time stamp in the upper right corner of each dashboard page.

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.

Security

Access to the HR Administration Dashboard will be granted to users who have been provisioned UDW+ HR data access and who have completed the required dashboard training. Contact the Decision Support Group for additional details on training requirements. Users are granted access to view data for specific Supervisory Organizations, as defined in PeopleSync. Access is authorized by the user’s HR Security Partner. It is important to note that granting access to view data for a Supervisory Organization will also grant access to all subordinate Supervisory Organizations within the organization hierarchy. In addition, granting access to view data for a Supervisory Organization will also grant access to all corresponding legacy data rows with the same corresponding UDW+ Reporting Department.

UDW+ deploys column-level security to control access to specific fields. Beyond access to a basic set of attributes, fields are grouped into the following column-level security roles:

- **Job Detail**: additional fields related to a person’s employment or to specifics of a particular position or job assignment
- **Compensation**: all fields related to a person’s compensation plans and/or activity pay, as well as position-related compensation information, including costing allocations and compensation grades
- **Bio/Demo**: additional fields classified as a person’s biographic or demographic data, including gender, age, and ethnicity

Access to column-level security roles is authorized by the user’s HR Security Partner. It is important to note that granting access to a column-level security role grants visibility into the corresponding attributes across all Supervisory Organizations to which the user has been granted access. If you do not have the appropriate security privileges, the dashboard will display a message referring you to your HR Security Partner to request access.

Use notes

| **Reset button.** | On every dashboard page, use the Reset button to clear all page filters and begin a new search. |
| **Help button.** | Access a quick reference guide to each dashboard page using the Help button. Help guides focus on the functionality available on each page; use this wiki document for guidance on metric and field definitions and report construction. |
| **Quick start guide.** | Download and print a .pdf version of the help guide within the dashboard. |
| **Style Companion.** | Learn more about the look and feel of the Dashboard. |

Tables reorganization. The column order and sort order of dashboard tables can be reorganized. To rearrange columns, hover your mouse above the column to find the shaded bar. Click on the bar, drag it left or right, and drop it where shaded space appears between columns. To organize the table with sections, drop the shaded bar above the table. To re-sort items in a table column, find the arrows to the right of the column heading and choose ascending or descending sort.
Idle. If the dashboard stays idle for an extended period some components may not load. Log out and back in again to solve the problem.