



UDW+ Human Resource Administration Dashboard Quick Start Guide

Version 1.2

Program Services Office & Decision Support Group

Welcome to the UDW+ HR Administration Dashboard.

Designed specifically for Human Resources Officers and Fiscal Officers, 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.

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

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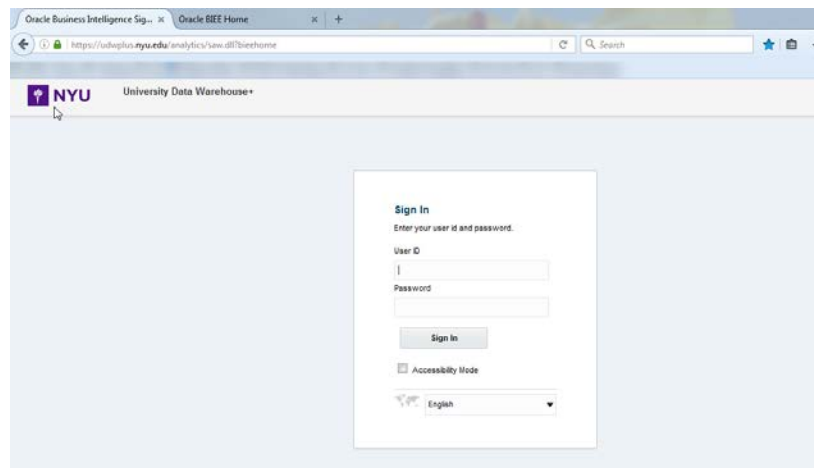
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Access to HR Administrative Dashboard

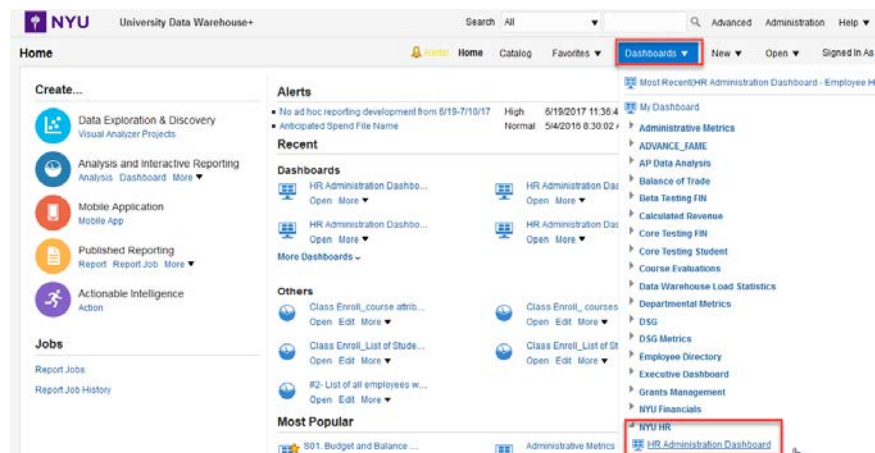
1. To gain **UDW+ HR Dashboard** access, contact your [HR Security Partner](#) to request access on your behalf to **UDW+ HR Data** (e.g. UDW+ Job Detail, UDW+ Bio/Demo, UDW+ Compensation).
2. To gain **UDW+ HR Ad Hoc** access, contact your [HR Security Partner](#) to request access on your behalf to **UDW+ Ad Hoc**. Then contact the [Decision Support Group](#) to schedule **HRS 750: UDW+ Ad Hoc Reports Classroom Training**.
3. For more information please visit [UDW+ HR Reporting Training and Access](#).

Log in to UDW+

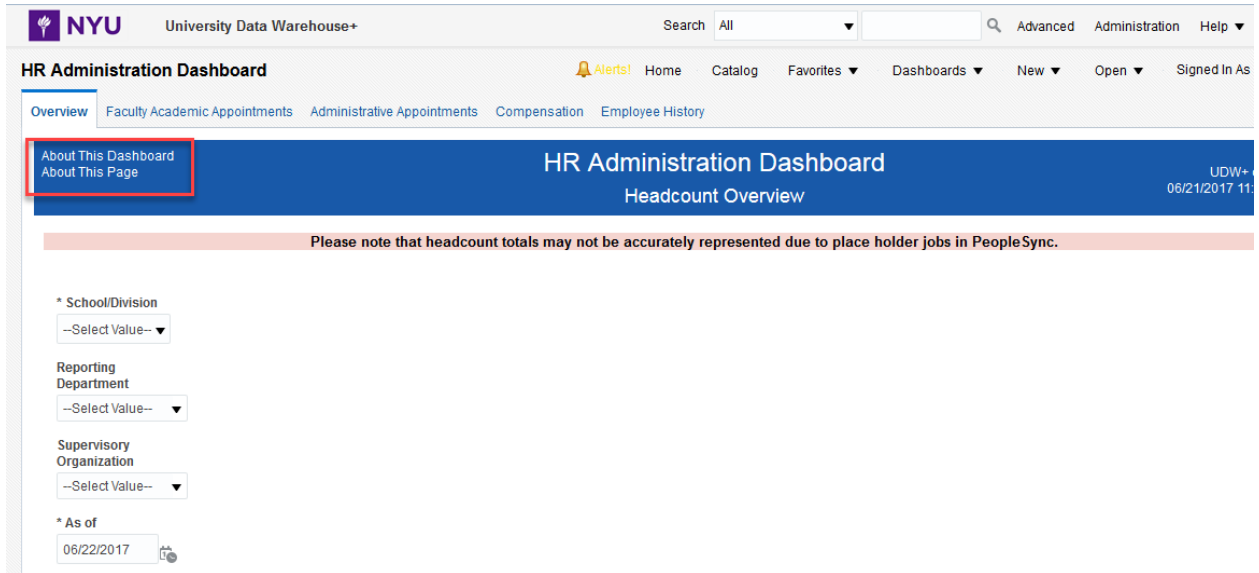
1. To log into UDW+, navigate to <https://udwplus.nyu.edu/analytics> and log with your net id and password.
2. Note that if you're working outside of the NYU network, you will need to connect to [VPN](#) prior to logging in.



3. Navigate to Dashboards> NYU HR> **HR Administrative Dashboard**.



About this Dashboard and About this Page brings you to the Metadata.



NYU University Data Warehouse+

Search All Advanced Administration Help

HR Administration Dashboard Alerts! Home Catalog Favorites Dashboards New Open Signed In As

Overview Faculty Academic Appointments Administrative Appointments Compensation Employee History

About This Dashboard About This Page

HR Administration Dashboard UDW+ 06/21/2017 11:00

Headcount Overview

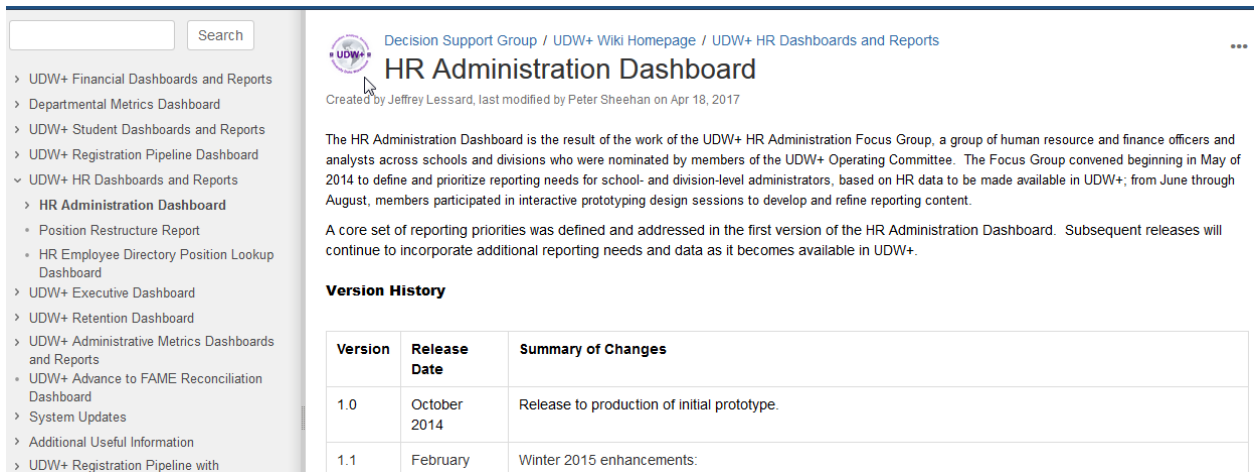
Please note that headcount totals may not be accurately represented due to place holder jobs in PeopleSync.

* School/Division
--Select Value--

Reporting Department
--Select Value--

Supervisory Organization
--Select Value--

* As of
06/22/2017



Decision Support Group / UDW+ Wiki Homepage / UDW+ HR Dashboards and Reports

HR Administration Dashboard

Created by Jeffrey Lessard, last modified by Peter Sheehan on Apr 18, 2017

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

Version	Release Date	Summary of Changes
1.0	October 2014	Release to production of initial prototype.
1.1	February	Winter 2015 enhancements:

- > UDW+ Financial Dashboards and Reports
- > Departmental Metrics Dashboard
- > UDW+ Student Dashboards and Reports
- > UDW+ Registration Pipeline Dashboard
- > UDW+ HR Dashboards and Reports
 - > HR Administration Dashboard
 - Position Restructure Report
 - HR Employee Directory Position Lookup Dashboard
 - > UDW+ Executive Dashboard
 - > UDW+ Retention Dashboard
 - > UDW+ Administrative Metrics Dashboards and Reports
 - UDW+ Advance to FAME Reconciliation Dashboard
 - > System Updates
 - > Additional Useful Information
 - > UDW+ Registration Pipeline with

Headcount Overview

Provides quick access to Position Counts and Head Counts

1. Begin by selecting a School or Division. The "As Of" Date will default to today's date. Select a Reporting Department or Supervisory Org to filter further.

HR Administration Dashboard

Alerts! Home Catalog Favorites Dashboards New Open Signed In As

Overview Faculty Academic Appointments Administrative Appointments Compensation Employee History

About This Dashboard About This Page **HR Administration Dashboard** Run UDW+ curr 06/21/2017 11:26:2

Headcount Overview

Please note that headcount totals may not be accurately represented due to place holder jobs in PeopleSync.

* School/Division

Reporting Department (All Column Value)

Supervisory Organization (All Column Value)

* As of

More Search Options

filled	filled	unfilled	headcount
802	1329	56	1802
positions	jobs	positions	people

A snapshot of filled positions, jobs, and unfilled positions will display based on the as of date and filters selected. Use the "More Search Options" to further filter data using additional position attributes.

2. Below the overview snapshot, headcount summaries are organized by Job Family and Position Title per the filters and as of date selected above.
3. Click the Export button to download any report to a number of different formulas.

Count by Job Family, Job Family Group, Job Profile, Position Title:

Count by Job Family

Job Family	Filled Positions	Filled Jobs	Total Positions and Jobs	Unfilled Positions
-	0			5
Academic Administration	100		88	5
Academic Program Support	25		25	1
Additional Compensation Jobs		165	144	0
Adjunct Faculty		749	735	0
Business/Professional Administrative	13		12	1
Business/Professional Administrative (Unions)	2		2	0
Development/Sponsored Research/Grant Writing	10		10	1
Finance/Real Estate/Procurement/Grant Management	16		16	1
Finance/Real Estate/Procurement/Grant Manager (Unions)	2		2	1

Rows 1 - 10
Export

4. Click on any Job Family or Position Title to filter the entire page by that value.
5. The final section of the Overview displays basic information about each position included in the summary counts per the filters and “as of” date.
6. Click on a Position ID to view a pop-up window with additional details about the position. In the pop-up window, you can view historical information by clicking on the position ID.
7. The Position History Detail provides a history of all position assignments and costing allocations associated with a position over time.

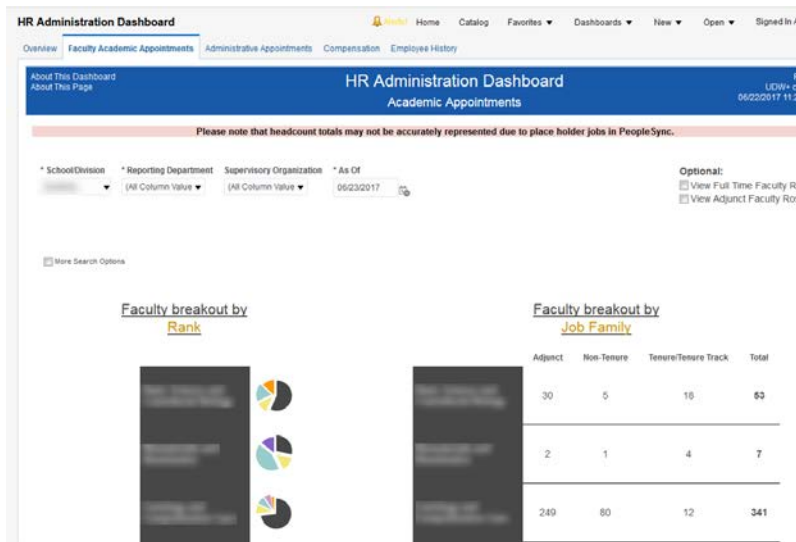
Employee and Position Information:

Full Name	Position Status	Campus ID	Position Title	Position Id	Organization	Location	Worker Type	Time Type	Position Filled Date	Position End Date	Primary Position Flag
	Filled		Tutor			Washington Square Campus	Fixed Term/Contract (Fixed Term)	Part time	9/5/2016	05/31/2017	N
			Tutor			Washington Square Campus	Fixed Term/Contract (Fixed Term)	Part time	9/1/2016	05/31/2017	N
			Adjunct			Washington Square Campus	Regular	Part time	9/1/2013		Y
			Adjunct			Washington Square Campus	Regular	Part time	7/16/2014		Y
			Additional Compensation			Washington Square Campus	Regular	Full time	7/16/2014		N

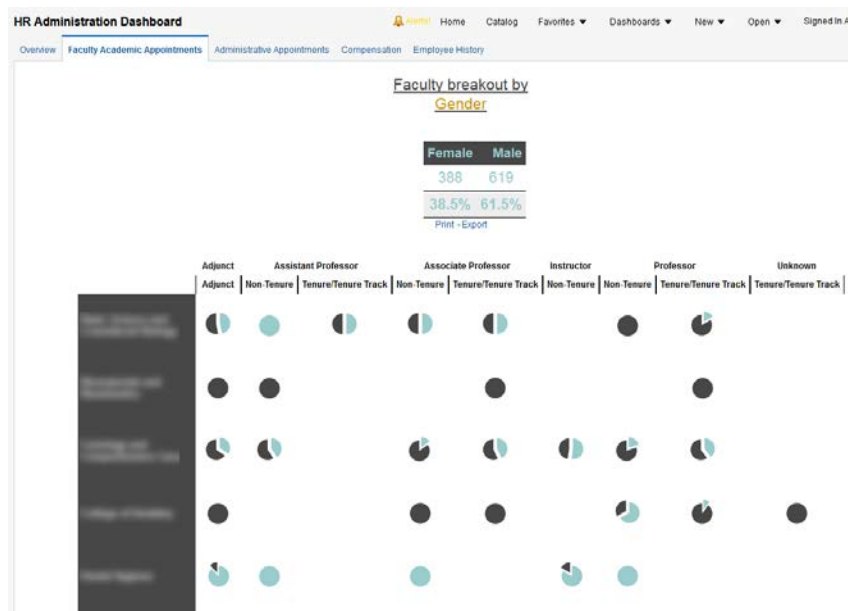
Faculty Academic Appointments

Provides a combination of trend metrics and rosters related to Full Time and Part Time faculty assignments.

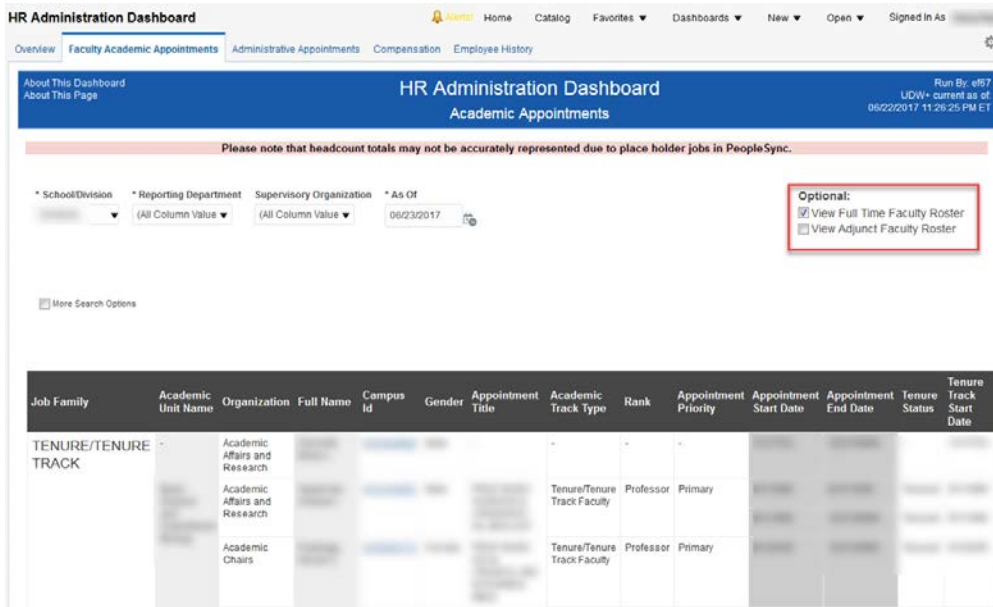
1. Begin by selecting a School or Division. The “As of” date will default to today’s date. In addition, you can also filter by Reporting Department or PeopleSync Supervisory Org.
2. Faculty counts, grouped by Reporting Department, will display by Rank and Job Family per the filters and as of date selected.



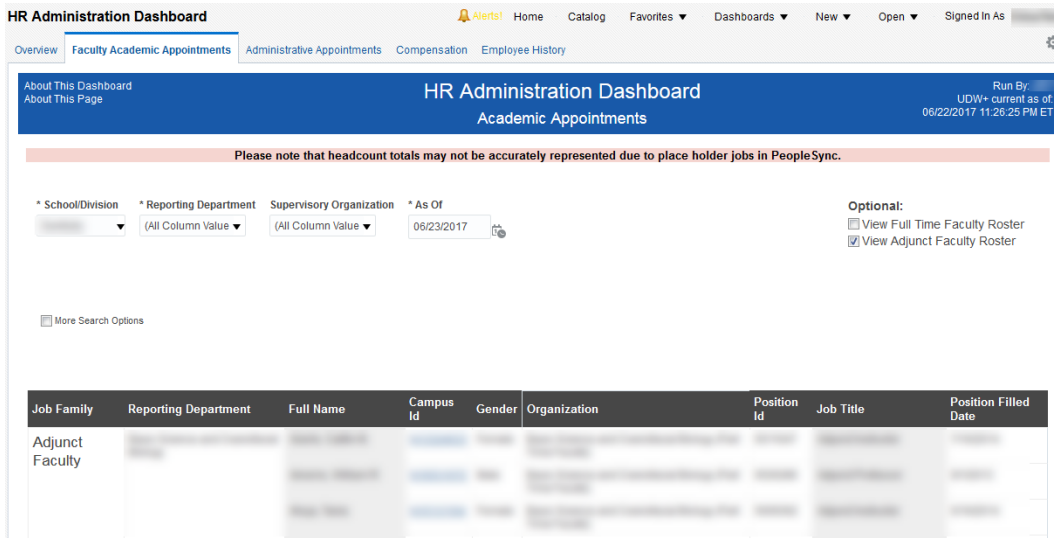
3. Users with appropriate security access can also view faculty counts by Gender and Rank.



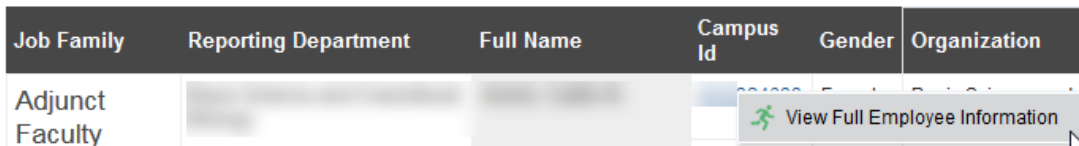
4. Lastly, a roster of all Full Time or Adjunct Faculty can be obtained by selecting the appropriate option.



5. The adjunct faculty roster is grouped by Job Family and Reporting Department.



6. Click on Campus ID to drill into the employee's full history. You will be redirected to the Employee History tab.



Administrative Appointments

Provides a combination of trend metrics and rosters related to most administrative positions and jobs. Certain job families are excluded from these metrics. Visit the "About this Page" metadata for a full list.

1. Begin by selecting a School or Division.
2. This page displays administrative positions/jobs by Job Family, Compensation Grade Band, and Gender based on the filters and as of date selected.
3. Employees are grouped by Job Family and Reporting Department.

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Overview Faculty Academic Appointments **Administrative Appointments** Compensation Employee History

About This Dashboard About This Page **HR Administration Dashboard** Administrative Appointments Run UDW+ cum 06/22/2017 11:26

Please note that headcount totals may not be accurately represented due to place holder jobs in PeopleSync.

* School/Division * Reporting Department Supervisory Organization * As Of

(All Column Value) (All Column Value) 06/23/2017

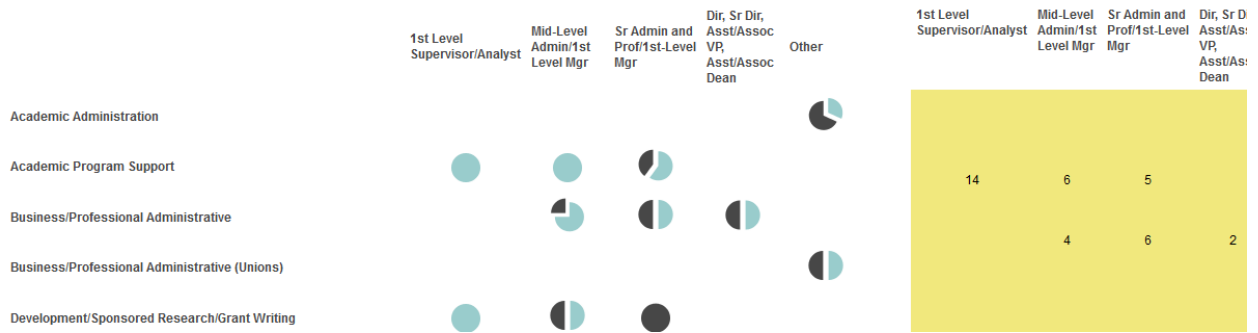
Optional: View Administrative Appointments Roster

More Search Options

Employee breakout by gender

Female	Male
516	283
64.6%	35.4%

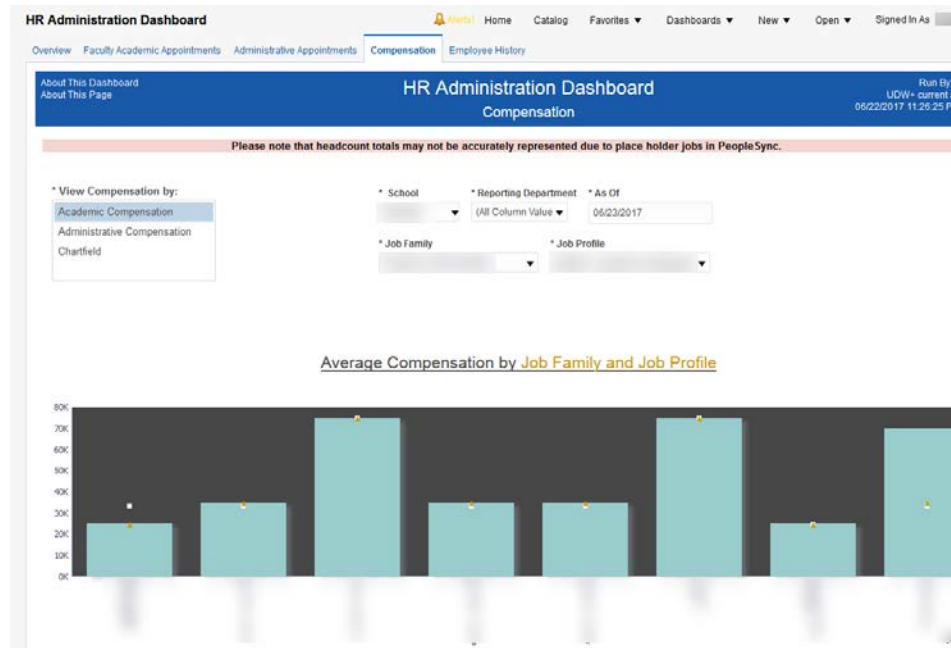
Export



Compensation

Provides key compensation plan metrics for academic and administrative positions in addition to planned and actual compensation by chartfield.

1. The Academic Compensation view provides a salary comparison by Job Family and Job Profile.
2. Begin by selecting a School, Job Family, and Job Profile.



3. Employee compensation and average compensation across the filter criteria selected are displayed. View additional compensation plan information for any employee by hovering over the graph.
4. Users with appropriate security access can also view average salaries by Rank, Job Family, and Gender is based on the filter criteria selected. Employee compensation, compensation minimum/maximum, and average compensation across the filter criteria selected are displayed.

- The Chartfield view provides planned and actual compensation by combining data from salary, hourly plans, and activity pay with salary expense and budget summary data. Begin by selecting a chartfield.
- Annual projected expenses combines revised budgets, ledger actuals (including fringe and exceptions) and anticipated spend with the two calculated amounts.

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Overview Faculty Academic Appointments Administrative Appointments **Compensation** Employee History

* View Compensation by:
 Academic Compensation
 Administrative Compensation
 Chartfield

* Business Unit
 * Fund
 * Org
 Program (All Column Values)
 Project (All Column Values)
 Account (All Column Values)
 * Accounting Month June
 * Fiscal Year 2017
 * As Of Date 06/23/2017
 Apply

Annual Projected Expenses Current Fiscal Year by Chartfield

Select a Roll Up Level
Roll Up to Org

Revised Budget (A)	Actual + Exception (B)	Anticipated Spend (C)	Hourly Amount Remaining (D)	Annual Projected Spend (B+C+D)
		0		
		0		

Export

Annual Projected Payroll Expenses Current Fiscal Year by Employee

Select a View
Employee

Salary Plan Amount (A)	Hourly Plan Amount (Annual) (B)	Activity Pay Amount (C)	FYTD Actual (D)	Anticipated Spend (E)	Hourly Amount Remaining (F)	Total Annual Projected Earnings (D+E+F)
	0	0	0	0	0	

Employee History

Provides a history of all position assignments, academic appointments, compensation, and activity pay for a single employee.

1. Begin by entering the employee's Campus ID or using the Name filter to find the employee's name, and then clicking on the dropdown for Campus ID to choose their Campus ID.
2. Click on Position ID to filter the page by that position or drill into the position history.
3. Compensation plan details may be viewed by plan, costing allocation or compensation event.

HR Administration Dashboard Alerts! Home Catalog Favorites Dashboards New Open

Overview Faculty Academic Appointments Administrative Appointments Compensation **Employee History**

About This Dashboard About This Page **HR Administration Dashboard** Employee Lookup 06/2

Please note that headcount totals may not be accurately represented due to place holder jobs in PeopleSync.

* Campus Id
Campus Id
Full Name
Hire Date
Original Hire Date
Continuous Service Date

Name
Position Id
(All Column Value)

Compensation Plan Details

Choose a Display Option
Compensation Plans
Compensation Plans by Costing Allocation
Compensation Event History

Position Id	Position Title	Current?	Effective Start	Effective End	Compensation Plan Start Date	Compensation Plan End Date	Compensation Plan Type	Frequency	Plan Amount	Currency Code
		Yes								USD
		No								USD
										USD

Export

Contact

The **Decision Support Group** (DSG) is here to help!

- Email: askDSG@nyu.edu
- Phone: 212-998-2900
- Web: www.nyu.edu/datawarehouse/dsg

