

Dear Campus HR Staff,

May, 2007

Enclosed you will find the results of the HR survey concerning the dashboard that was sent out earlier this spring. Thanks to the 28 people who responded to the survey. The Administrative Systems Review Process group requested that this survey be sent out in order to gather information on how the HR Dashboard implementation process might be improved.

We were glad to see that the majority of respondents reported that they are able to prepare the dashboard worksheet for submission in 1-3 hours. We were also happy to see that most respondents reported the level of difficulty of this task to be a 3 or lower. We will continue to seek to limit the time and effort necessary as the dashboard evolves.

We were a bit surprised to note that the majority of respondents reported that they have not made use of the information produced by the dashboard, though we found it positive that many did respond that the dashboard had either raised their awareness or had been positive.

At the same time, the majority of respondents reported that the HR Dashboard had little impact on communication between their HR department and other entities on campus.

As a result, we thought it might be helpful to include in this report some suggestions on taking the usefulness of the HR Dashboard information to the next step and apply it toward process improvement.

Suggestions:

- Use Hyperion (BRIO) reports outside of dashboard evaluation periods for periodic reconciliations. Be aware that there are other reconciliation reports that are available that are not part of the dashboard.
- Open a dialog with the person on your campus who uses the 8030 report to improve communications between HR and payroll.
- Open a dialog to improve campus communications concerning budget controls.
- Initiate more discussions within HR about whether an online entry is warranted.
- Explore how your department is communicating with other campuses regarding shared data.
- If there is no time for reconciliation, look at how responsibilities are distributed within HR and Payroll and between the two. Discuss cross training.

-The Administrative Systems Review Process (ASRP)

Lori Adler	Winona State University
Pam Anderson-Popp	Hennepin Technical College
Chris Blaschko	South Central College
Cindy Brimacombe-Whiteaker	Riverland Community College
Jeanne Duininck	St Cloud State University
Heather Kidd	Office of the Chancellor
Marie Krey	Office of the Chancellor
Karen Melin	North Hennepin Community College
Mary Millar	Office of the Chancellor
Mike Nordby	Office of the Chancellor
Nancy Paulson	Central Lakes College
Sue Raddatz	Dakota County Technical College
Diane Takavitz	Office of the Chancellor

The 28 responses received are summarized below.

1. How much time does it take your department to prepare the dashboard worksheet for submission?	2. How would you rate the level of difficulty of gathering the information for the dashboard on a scale of 1=simple to 5=difficult?	3. How have you made use of the information provided to you in the dashboard (ex: process improvement, reorganization or duties)?	4. Has the Dashboard had an effect on communications between your HR department and others on your campus (Payroll, Deans, President's, others in administration)? How?
17 responded with time between 0-3 hours	2 people responded with 1	15 have not made use of the info	21 responded with no effect on communication
5 responded with time between 3-6 hours	10 people responded with 2	8 responded that the info has raised their awareness	4 responded stating a positive effect on communication
1 responded with time between 6-9 hours	13 people responded with 3	4 responded that the info has been positive	2 responded that dashboard information is not used
2 responded with over 9 hours	1 person responded with 4	1 no answer	1 responded a negative effect on communication
3 responded unknown or no specific time listed	1 person responded with 5		
	Average was 2.5		
	Median was 3		