

2009 Human Resources Dashboard Worksheet Instructions

Record your dashboard data on this form. The final data you are seeking for each question is the ratio of errors for the number of employees paid during the pay period. Enter the total number of counts for each question and the worksheet will calculate the ratio for you automatically.

Utilizing the source document indicated, answer each question. When the source document is a Hyperion query, run the report once during the first pay period and again during the second pay period of the evaluation period. All Hyperion queries are found under Reports HR in the HR Reconciliation folder.

We recommend that the people who have the most contact and familiarity with the data in each question participate in compiling that data. Unless specified, please give all counts of errors or exceptions. You may use the "Notes" area to make comments concerning your counts, including noting legitimate reasons for particular counts. As this is an Excel document you may add as much information as you need. The notes cells will expand to accommodate.

When the evaluation period is over and you have completed the work sheet please send it to Heather Kidd at heather.kidd@so.mnscu.edu. Please turn this in for the first FY 2009 evaluation period by Friday, December 5th, 2008 and for the second evaluation period by Friday, April 10th, 2009. Please contact Heather with questions on this tool. Specific questions about reports should be directed to the HR or payroll help desks. Hyperion questions should be referred to Karen Cejka.

Question Specific Instructions

***How many paychecks were processed?**

Download the 2062 payroll register into an excel document and count the number of rows. This number establishes the basis for your ratio of counts to total payroll.

1. How many blanks exist in the Primary Retirement Code field?

Run the Hyperion Query: HR Retr Code is Blank

2. How many blanks exist in the Retirement Status Code?

Run the Hyperion Query: HR Retr Status Code is Blank

3. How many blanks exist in the SRP code field?

Run the Hyperion query: HR SRP Code is Blank

4. How many instances exist where there is an SRP code of Y and there is a blank deduction code?

Run the Hyperion query: Hyperion query: HR SRP Code of Y and blank deduct cd

5. How many instances exist where there is an AN Retirement code and an FTE of .25 or greater?

Run the Hyperion query: HR Retr Code AN & 25 FTE Unclass

6. How many blanks exist in the Supervisor field?

Run the Hyperion query: HR demo supv missing

7. How many employees were not paid who should have been?

Compare the *HP 2062 Payroll Register*, *HR 4080 Payroll Roster*, and timecards

8. How many SEMA4 direct entries were made?

The HR Help Desk will send this report out to each campus within two weeks after the end of the evaluation period.

Please exclude the following "Exceptional Transactions" from your count. If one or more of the following conditions exist, you must process the transaction in SCUPPS (do not enter an action/reason combination), and then manually process the transaction in SEMA4. Therefore these instances should not be included in the count of SEMA4 direct entries. All other instances should be counted.

Exceptional Transactions:

- 1) Department ID Changes/Concurrent Appointments - Taking over existing record from another agency; changing departments outside location/institution; OR adding concurrent appointments when all other existing S4 records are in a "non-active" status.
- 2) Leave accrual date changes.
- 3) Demographic data change for an inactive employee (ex: address change for a separated employee).
- 4) A correction, addition or deletion of a historical row in SEMA4 - Includes: DOER S4 Audits, Campus error/correction, insurance data or any other data clean-up.
- 5) Future-dated retirement transactions.
- 6) Future-dated layoff transactions (first transaction goes through the interface, must enter second row online).
- 7) Separations due to death.

9. How many employees have monies posted to a default cost center?

Run the *HR 8030A Employee Detail Report*. Also run the *SCUPPS HR2240CP* report for the range of default cost centers [000115 thru 000139]