

FY 2009 Human Resources Dashboard

This dashboard consists of nine questions that quantify anomalies or errors in retirement related and HR / payroll data. Each question is followed by the source where the answer to the question will be found. Following this is the performance indicator.

The indicators shown are ratios of errors to total payroll. The number of errors would be divided by the number of individuals whose pay was processed that pay period (2 errors divided by 400 employees = .005 or .5%).

The counts, in parentheses, were established using a payroll of 400 employees and is shown solely for the purpose of example.

i.e. .25% = 1 .50% = 2
 1.25% = 5 2.5% = 10

Indicators - What do green, yellow, and red mean?

Green Flag: Good. Data is accurate



Yellow Flag: Caution. Review the errors counted. Look to your notes. May be due to justifiable reasons, but could also highlight a problem area.



Red Flag: Improvement in this area is needed. Review each transaction thoroughly seeking reasons for counts. Note any trends within the errors. Develop a plan for improvement. Based on trends and consistency of errors consider the following:



- Is there a training need?
- Is there a need for changes to your internal systems?
- Does the problem involve others on your campus outside of HR and Payroll? You may want to communicate with other areas where their processes and procedures are affecting HR functions.

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

Source: Hyperion Query: HR Retr Code is Blank

- Counts = 0 = **green flag**
- Counts > 0 and < or =.5% (2) = **yellow flag**
- Counts > .5% (2) = **red flag**

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

Source: Hyperion Query: HR Retr Status Code is Blank

- Counts = 0 = **green flag**
- Counts > 0 and < or =2.5% (10) = **yellow flag**
- Counts > 2.5% (10) = **red flag**

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

Source: Hyperion query: HR SRP Code is Blank

- Counts = 0 = **green flag**
- Counts > 0 and < or =2% (8) = **yellow flag**
- Counts > 2% (8) = **red flag**

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

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

- Counts = 0 = **green flag**
- Counts > 0 = **red flag**

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

Source: Hyperion query: HR Retr Code AN & 25 FTE Unclass

- Counts = 0 = **green flag**
- Counts > 0 and < or =.25% (1) = **yellow flag**
- Counts > .25% (1) = **red flag**

6. How many blanks exist in the Supervisor field?

Source: Hyperion query: HR demo supv missing

- Counts = 0 = **green flag**
- Counts > 0 and < or =1.25% (5) = **yellow flag**
- Counts > 1.25% (5) = **red flag**

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

Source: HP 2062, HR 4080, and timecards

- zero activity = green flag
- counts > zero = red flag

8. How many SEMA4 direct entries were made?

Source: SEMA4 Direct Entry Report distributed to campuses by HR Help Desk

- Counts < or = 1.25% (5) = green flag
- Counts > 1.25% (5) and < or = 2.5% (10) = yellow flag
- Counts > 2.5% = red flag

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

Source: HR 8030A or Accounting Report HR 2140

- Counts < or = 1.25% (5) = green flag
- Counts > 1.25% (5) and < or = 2.5% (10) = yellow flag
- Counts > 2.5% = red flag