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BI Dashboard FAQ

HUMAN RESOURCES WORKFORCE
DASHBOARD

March 9, 2022

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HR Workforce Dashboard FAQ

What is Workforce data?
Workforce data includes employee life cycle information tracked in the Mosaic Human Resources module. Employee life cycle events include, but are not limited to, hires, rehires, promotions, transfers, terminations, retirements, and leaves of absence. Employee life cycle events are tracked with various attributes to describe the event, such as employee group (ie. Unifor Unit 1 Staff or MUFA Faculty), contract status (ie. regular or temporary), compensation rate, job title, department name, and years of service. Workforce data also includes benefit enrollments, pension enrollments, and Group RRSP enrollments.

What security access do I have in the BI for Workforce tool?
All security access is based on a user's access in the Mosaic Human Resources (HR) module. Users outside of Central Human Resources with "Finance Manager" or "Department Administration Manager" security roles attached to their positions will have access to the BI for Workforce tool. Security is then further restricted to specific departments or groups of departments, which also depends on access within the Mosaic HR module.

I am unable to find the name of a value I'm searching for in the drop-down filters. How do I search for more values?
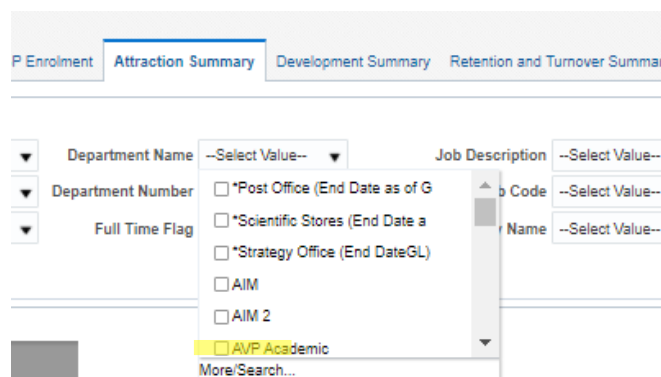
When selecting a drop down filter, there is an option at the bottom of each entitled "More/Search." Select this option.
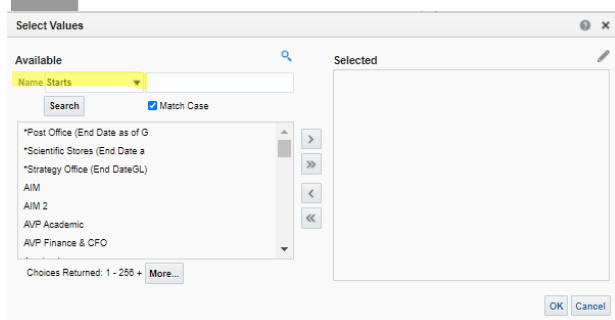
Identify a search type from the drop down list of "starts," "contains," "ends," or "is like." Input text in the search bar and unselect "Match Case." Select "search."
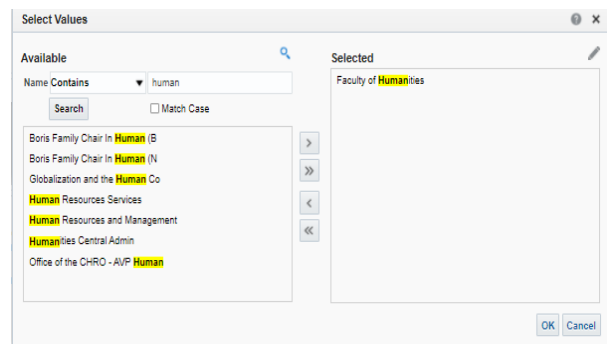
Select the search value from the left and move to the right by selecting the arrows. If you'd like to move all search results to the right, select the double arrows. Once finished, select "ok."

I have applied a filter, and some or all of the measures are now retrieving as blank, null, or 0.
Different data points are used in the calculation of certain measures, which can cause filtering to retrieve blank, null, or 0 values. For example, a filter of "MUFA Faculty" applied to the "Employee Overview" page will cause the "Unionized Employee %" and "Interim Employee %" measures to retrieve as blank or null. This is because MUFA Faculty are not in scope of the "Unionized Employee %" and "Interim Employee %" calculations. There also could be no data available within scope of the filter applied. For example, a filter of "MUFA Faculty" applied to the "Attraction Summary" page within a specified date range could reveal that there were no hires or rehires for MUFA Faculty employees within that specified date range.

Where can I find the average age and years of service of employees within my department?
1. Navigate to the Employee Overview page on the HR Workforce Dashboard.

HR Workforce

| Employee Overview | Benefit, Pension, and Group RRSP Enrolment | Attraction Summary | Development Summary | Retention and Turnover Summary | Leave of Absence Summary | Glossary & Help |

2. Select your department in the Department Name or Department Number filter box

As of Date 02/03/2022	VP Unit Name --Select Value--	Department Name --Select Value--	Job Title --Select Value--	Employee Type --Select Value--	Length of Service --Select Value--
	AVP Unit/Faculty --Select Value--	Department Number --Select Value--	Job Code --Select Value--	Employee Class --Select Value--	Generational Groupings --Select Value--
	Union Code (Employee Group) (All Column Value:	Full-Time/Part-Time --Select Value--	Regular / Temporary --Select Value--	Pay Grade --Select Value--	

Apply Reset

3. The average age and years of service are displayed in the Employee Summary Report

Employee Summary Report

Add Columns: No Selection   No Selection   No Selection

Employee Count	Average Age	Average Hourly Rate ($)	Average Years of Service
20,772	38	22.13	6

Refresh · Print · Export

Which employee groups do employees in my department occupy?
1. Navigate to the Employee Overview page on the HR Workforce Dashboard.

HR Workforce

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	AVP Unit/Faculty --Select Value--	Department Number --Select Value--	Job Code --Select Value--	Employee Class --Select Value--	Generational Groupings --Select Value--
	Union Code (Employee Group) (All Column Value:	Full-Time/Part-Time --Select Value--	Regular / Temporary --Select Value--	Pay Grade --Select Value--	

Apply Reset

3. View the Employee Group Distribution Report to see which groups are occupied by the employees in the selected department

Employee Group Distribution Report

Union Code	Union Desc (Employee Group)	Count	Percentage
CP1	CUPE (Unit 1) Teaching Assista	39	18.2%
CP2	CUPE (Unit 2) Sessional Fac	2	0.9%
CP3	Post Doc Fellows (Union)	13	6.1%
ESA	Interim	25	11.7%
MFF	MUFA Faculty	21	9.8%
PDF	Post Doc Fellows (Non Union)	3	1.4%
SCH	Excluded Grad	97	45.3%
TMG	TMG	3	1.4%
UF1	Unifor Unit 1	6	2.8%
ZAC	Academic Converted (006-PTA)	5	2.3%
Grand Total		214	100.0%

Refresh · Print · Export

What is the generational distribution within my department? Is there a generational grouping that is more prominent?

1. Navigate to the Employee Overview page on the HR Workforce Dashboard.

HR Workforce

Employee Overview | Benefit, Pension, and Group RRSP Enrolment | Attraction Summary | Development Summary | Retention and Turnover Summary | Leave of Absence Summary | Glossary & Help

2. Select your department in the Department Name or Department Number filter box

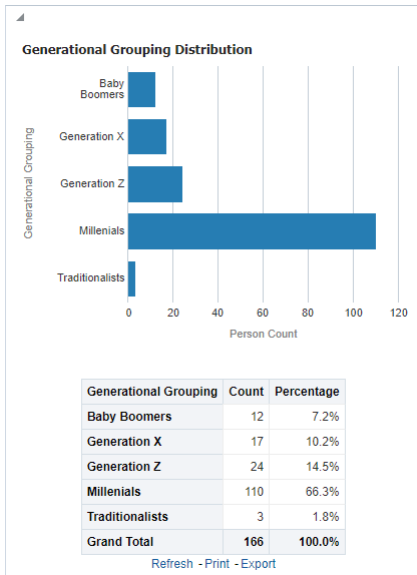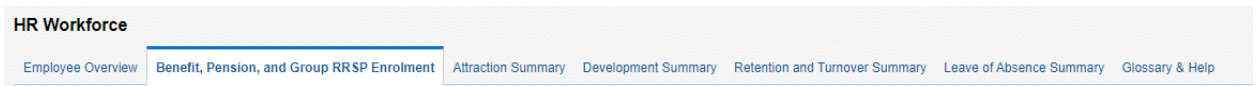| As of Date 02/03/2022 | VP Unit Name --Select Value-- ▼ | Job Title --Select Value-- ▼ | Employee Type --Select Value-- ▼ | Length of Service --Select Value-- ▼ |
| | AVP Unit/Faculty --Select Value-- ▼ | Department Number --Select Value-- ▼ | Job Code --Select Value-- ▼ | Employee Class --Select Value-- ▼ | Generational Groupings --Select Value-- ▼ |
| | Union Code (Employee Group) (All Column Value: ▼ | Full-Time/Part-Time --Select Value-- ▼ | Regular / Temporary --Select Value-- ▼ | Pay Grade --Select Value-- ▼ |

Apply Reset ▼

3. Scroll to the bottom of the page to view the Generational Grouping Distribution report.

Generational Grouping Distribution

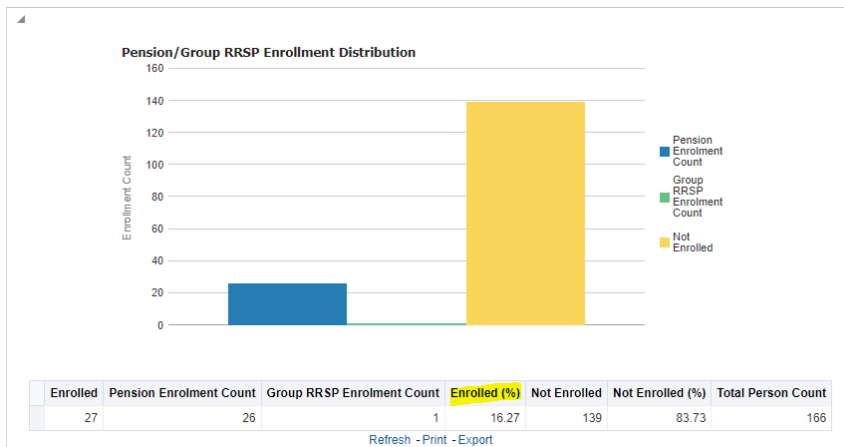| Generational Grouping	Count	Percentage
Baby Boomers	12	7.2%
Generation X	17	10.2%
Generation Z	24	14.5%
Millenials	110	66.3%
Traditionalists	3	1.8%
Grand Total	166	100.0%

Refresh - Print - Export

What is the percentage of employees enrolled in group RRSP or pension plans?

1. Navigate to the Benefit, Pension, and Group RRSP Enrolment page on the HR Workforce Dashboard.

HR Workforce

Employee Overview | Benefit, Pension, and Group RRSP Enrolment | Attraction Summary | Development Summary | Retention and Turnover Summary | Leave of Absence Summary | Glossary & Help

2. View the percentage of employees enrolled in the table under the Pension/Group RRSP Enrolment Distribution chart.

Pension/Group RRSP Enrollment Distribution

Enrolled	Pension Enrolment Count	Group RRSP Enrolment Count	Enrolled (%)	Not Enrolled	Not Enrolled (%)	Total Person Count
27	26	1	16.27	139	83.73	166

Refresh - Print - Export

How many part time employees were hired in my faculty last year?

1. Navigate to the Attraction Summary page on the HR Workforce Dashboard.

2. Select your faculty and part time employees in the respective filter boxes.

3. View the number of part time employees hired within the selected faculty in the Hire Count KPI box.

How many positions are currently vacant within the Band O pay grade?

1. Navigate to the Attraction Summary page on the HR Workforce Dashboard.

2. Select Band O under the pay grade filter.

3. Input your desired as of date.

4. View the number of vacant positions on the Vacant Positions Count KPI box.

What is the ratio of continuing employees?

1. Navigate to the Development Summary page on the HR Workforce Dashboard.

2. Input your desired as of date and any additional filters you are interested in viewing

3. View the Continuing Employee Count KPI box
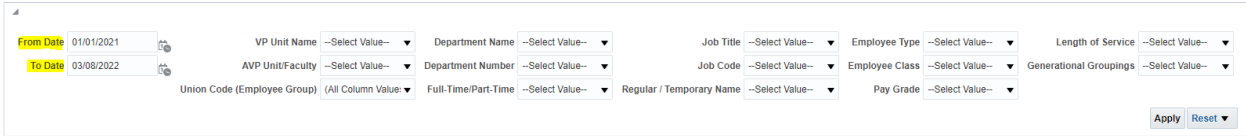
How many terminations were there in the month of April 2021 for full time employees?

1. Navigate to the Retention and Turnover page on the HR Workforce Dashboard.

HR Workforce

| Employee Overview | Benefit, Pension, and Group RRSP Enrolment | Attraction Summary | Development Summary | Retention and Turnover Summary | Leave of Absence Summary | Glossary & Help |

2. Ensure April 2021 is within your date range selected.

From Date 01/01/2021
To Date 03/08/2022

VP Unit Name --Select Value-- ▼   Department Name --Select Value-- ▼   Job Title --Select Value-- ▼   Employee Type --Select Value-- ▼   Length of Service --Select Value-- ▼
AVP Unit/Faculty --Select Value-- ▼   Department Number --Select Value-- ▼   Job Code --Select Value-- ▼   Employee Class --Select Value-- ▼   Generational Groupings --Select Value-- ▼
Union Code (Employee Group) (All Column Value ▼   Full-Time/Part-Time --Select Value-- ▼   Regular / Temporary Name --Select Value-- ▼   Pay Grade --Select Value-- ▼

Apply   Reset ▼

3. View the termination count for the month of April in the table next to the Termination & Retirement Count by Month and Year Chart or hover your mouse of the line for April to view the count.
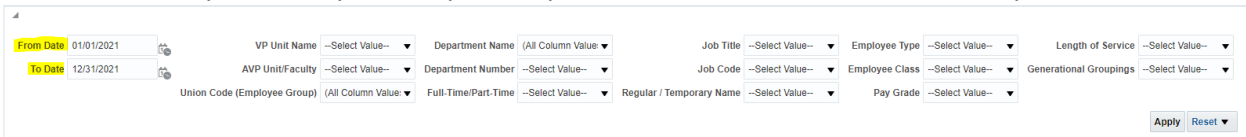

Year	Month	Retiree Count	Termination Count
2021	January		1
	April		13
	May		11
	June		5
	August		8
	September		1
	November		4
	December		12
2022	January		1
	Grand Total		**56**
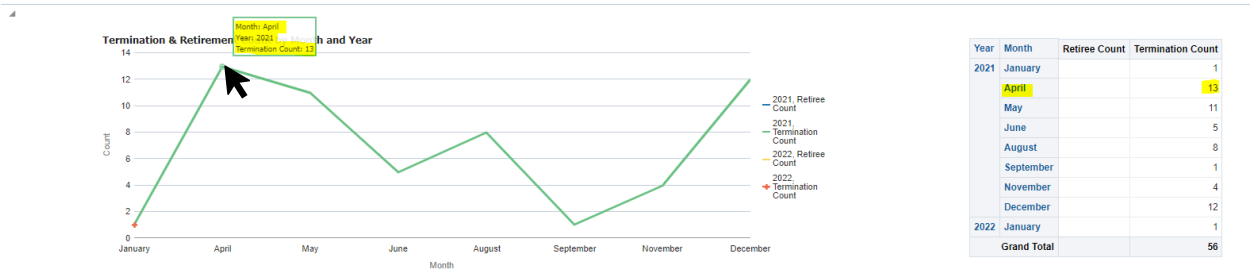
What were the peak times employees in my department were absent last year?

4. Navigate to the Leave of Absence Summary page on the HR Workforce Dashboard.

HR Workforce

| Employee Overview | Benefit, Pension, and Group RRSP Enrolment | Attraction Summary | Development Summary | Retention and Turnover Summary | Leave of Absence Summary | Glossary & Help |

5. Select January 1st of the previous year for your From Date and December 31st for your To Date.

From Date 01/01/2021
To Date 12/31/2021

VP Unit Name --Select Value-- ▼   Department Name (All Column Value ▼   Job Title --Select Value-- ▼   Employee Type --Select Value-- ▼   Length of Service --Select Value-- ▼
AVP Unit/Faculty --Select Value-- ▼   Department Number --Select Value-- ▼   Job Code --Select Value-- ▼   Employee Class --Select Value-- ▼   Generational Groupings --Select Value-- ▼
Union Code (Employee Group) (All Column Value ▼   Full-Time/Part-Time --Select Value-- ▼   Regular / Temporary Name --Select Value-- ▼   Pay Grade --Select Value-- ▼

Apply   Reset ▼

6. See the trend of Absences on the New Leave of Absence Instances Chart.

Year	Month	New Leave of Absence Instances
2021	January	13
	February	7
	April	3
	May	4
	June	10
	July	16
	August	7
	September	3
	October	7
	November	1
	December	2
2021 Total		**73**

Analyze - Edit - Refresh - Print - Export
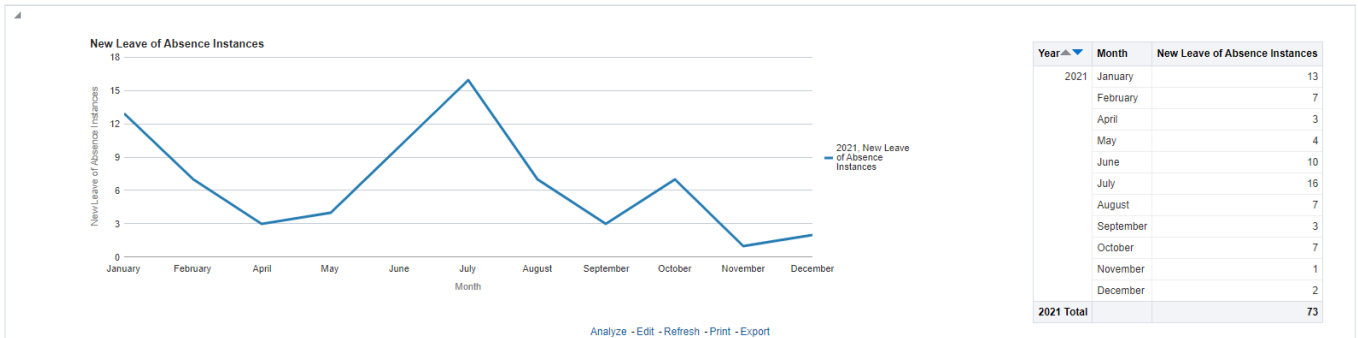
I have a recommendation for a key metric or a Human Resources data value to include in the dashboard. Who do I contact to make this recommendation?

Your feedback is always appreciated! Please contact a team member in IRA at irahelp@mcmaster.ca or a team member in Human Resources at hr.mcmaster@mcmaster.ca.