

Human Resources – Workforce Dashboard

Business Intelligence User Guide
Dashboard Content & Examples

*Institutional
Research & Analysis*



Welcome

This user guide serves as an introduction to the Human Resources Workforce Deployment Business Intelligence (BI) dashboard.

The HR Workforce Deployment dashboard was developed by Institutional Research and Analysis in close coordination with Human Resources and stakeholders across the university and contains reports on essential workforce key performance indicators . In addition to this user guide, an FAQ is available to guide users through common questions, and video tutorials are available on the IRA website to demonstrate how to log in and generate reports in BI.

We hope you find the content of this guide and the dashboard relevant, useful, clear and easy-to-use.



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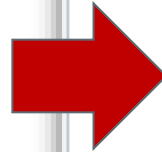
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Signing In

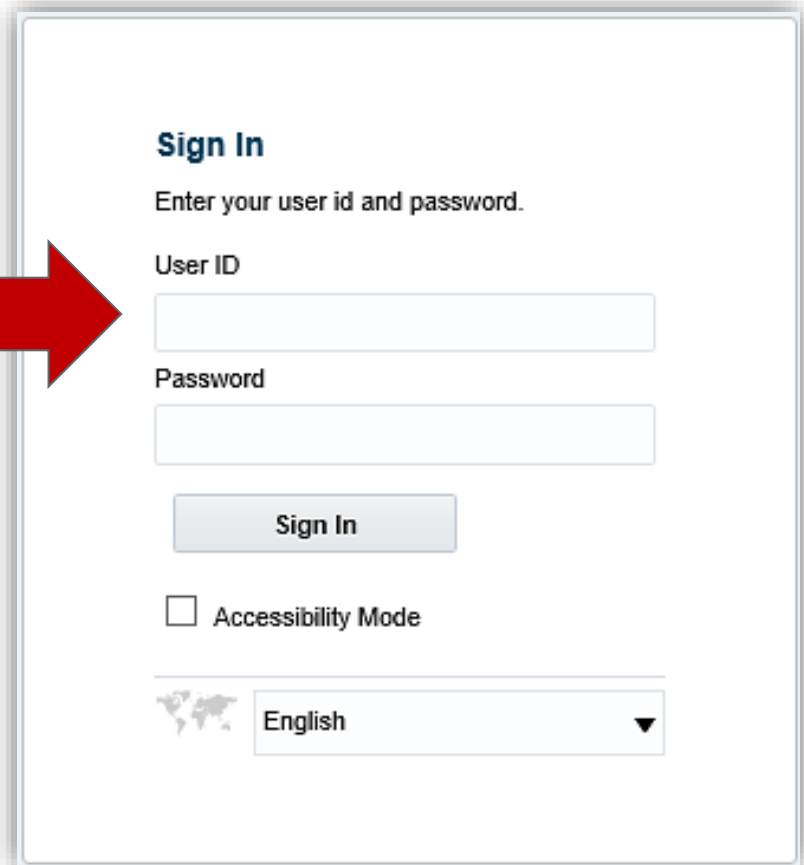
URL: [**bi.mcmaster.ca**](https://bi.mcmaster.ca)

Use your MacID
& Password



Note:

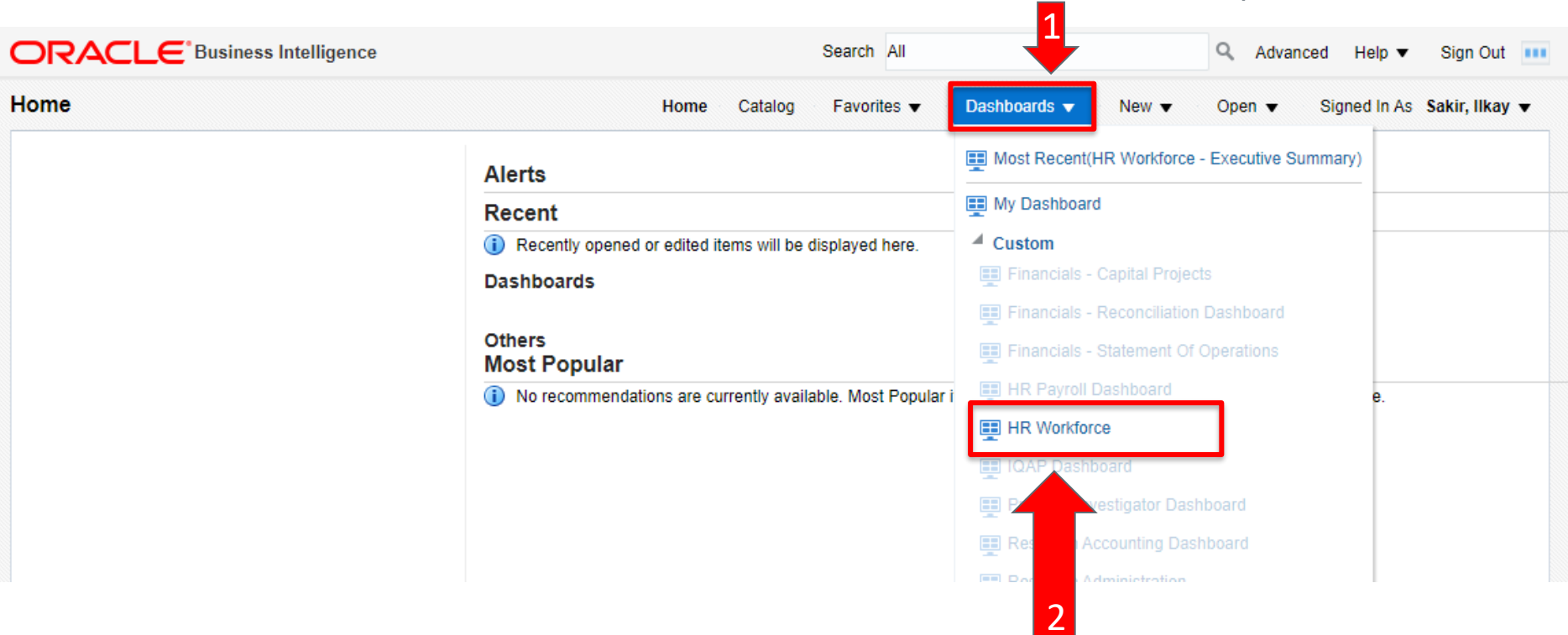
1. Before logging on, you must log in to the McMaster University Network through an ADS domain. If you want to connect through a different domain (at home or through faculty specific domain) you need to run **VPN** client.



The screenshot shows a web browser window with the McMaster University Sign In page. The page has a white background with a thin grey border. At the top, the text 'Sign In' is displayed in a bold, dark blue font. Below it, the instruction 'Enter your user id and password.' is in a smaller, grey font. There are two input fields: 'User ID' and 'Password', both with light grey borders. Below the 'Password' field is a 'Sign In' button with a grey gradient and rounded corners. Under the button is a checkbox labeled 'Accessibility Mode'. At the bottom, there is a language selection area with a world map icon and a dropdown menu currently showing 'English' with a downward arrow.

Navigating to a Dashboard

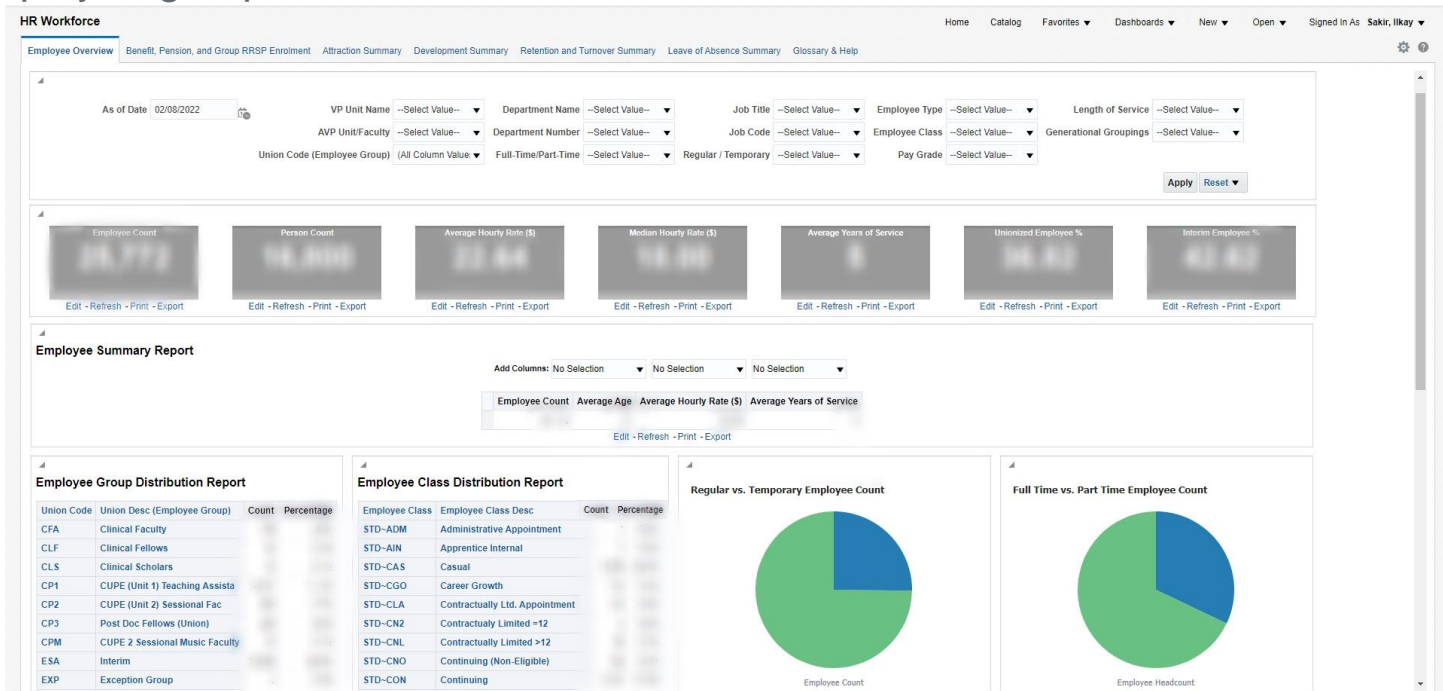
1. Click 'Dashboards' on the top ribbon



2. Click on the 'HR Workforce' Dashboard from the drop down menu that pops up

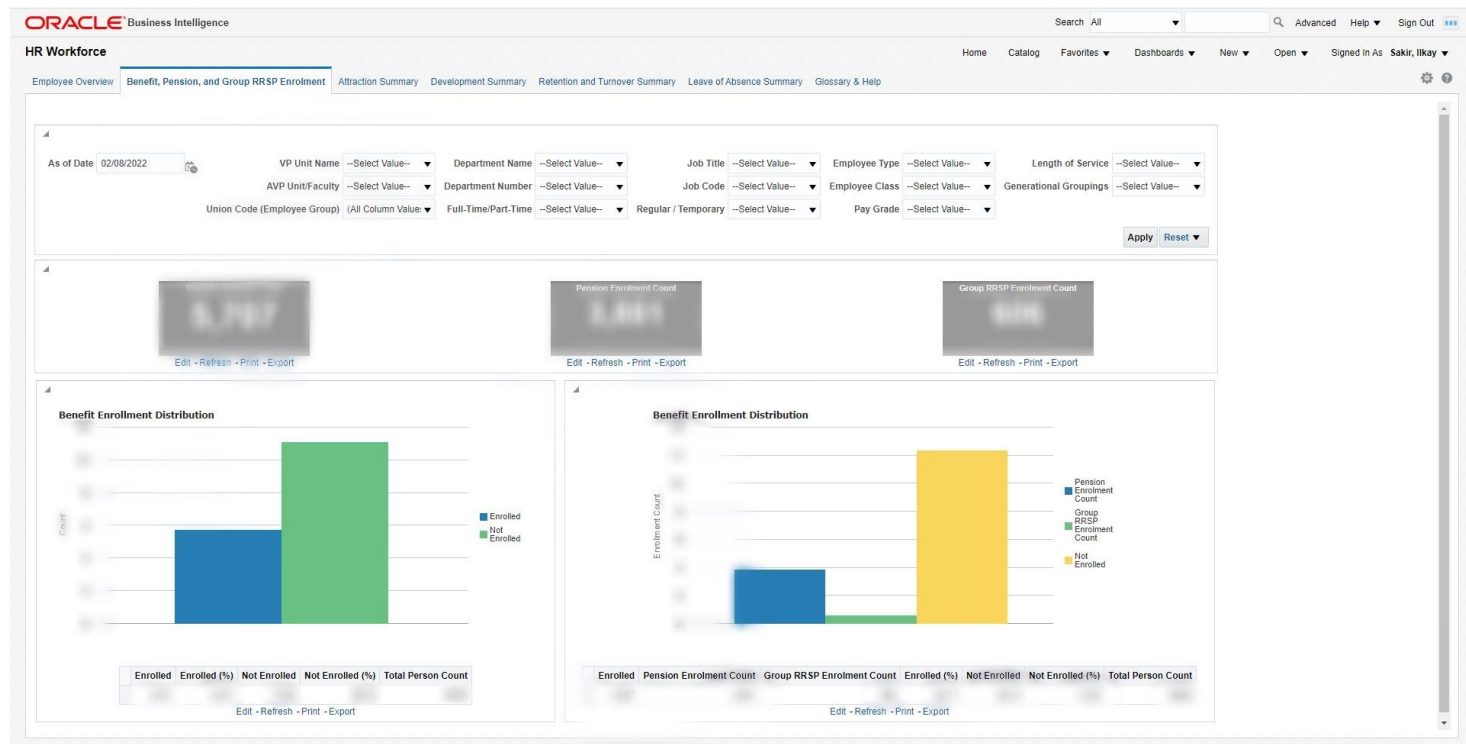
Dashboard Pages: Employee Overview

- The Overview page is intended to provide high-level overview of the employee with the ability to filter the data by department, union, employee type, job description, pay grade and more.
- The Overview page features reports on employee demographics breakdowns, employee counts, average hourly wage, average years of service, and employee group distributions



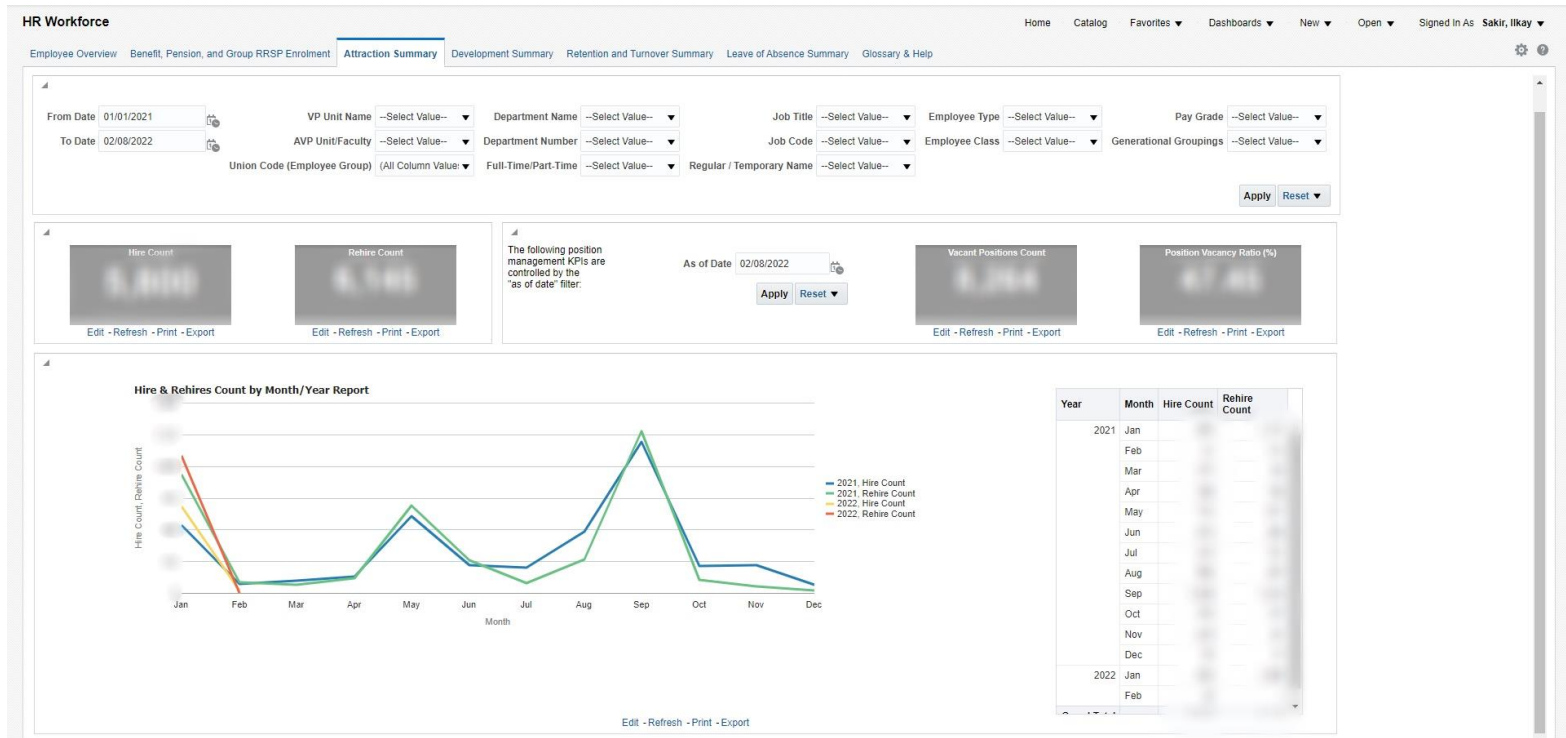
Dashboard Pages: Benefit, Pension, and Group RRSP Enrolment

- The Benefit, Pension, and Group RRSP Enrolment page displays information pertaining to how many employees have benefits and/or enrolled in group RRSP/Pension, giving users the ability to filter the data by department, length of service, generational groupings, union codes and more



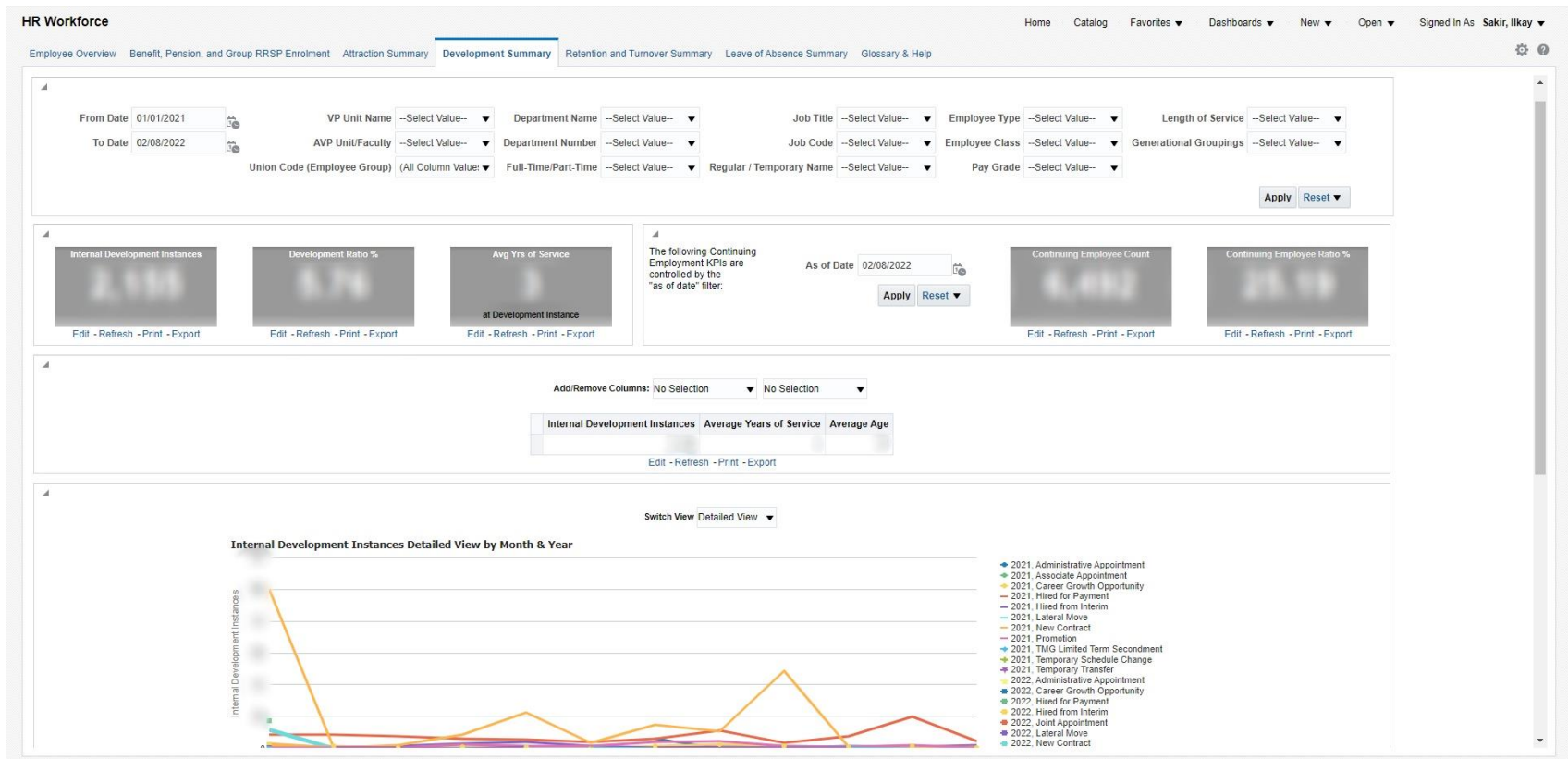
Dashboard Pages: Attraction Summary

- The Attraction Summary page displays various breakdowns of hire, rehire, and vacancy measures.
- This page allows users to select any date range of interest, as well as breakdown the data by job code, union code, department, employee class and more.



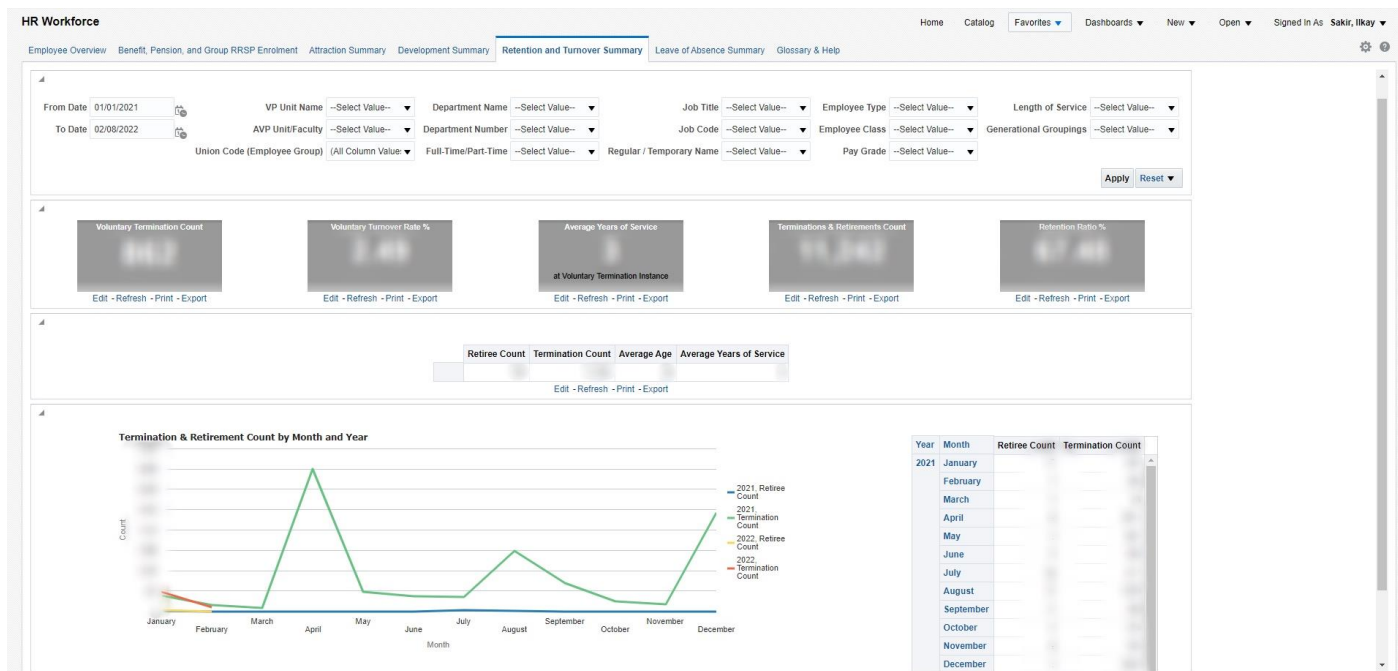
Dashboard Pages: Development Summary

- The Development Summary page is intended to give users information regarding internal McMaster movements, such as promotions, transfers, and career growths in the selected area.



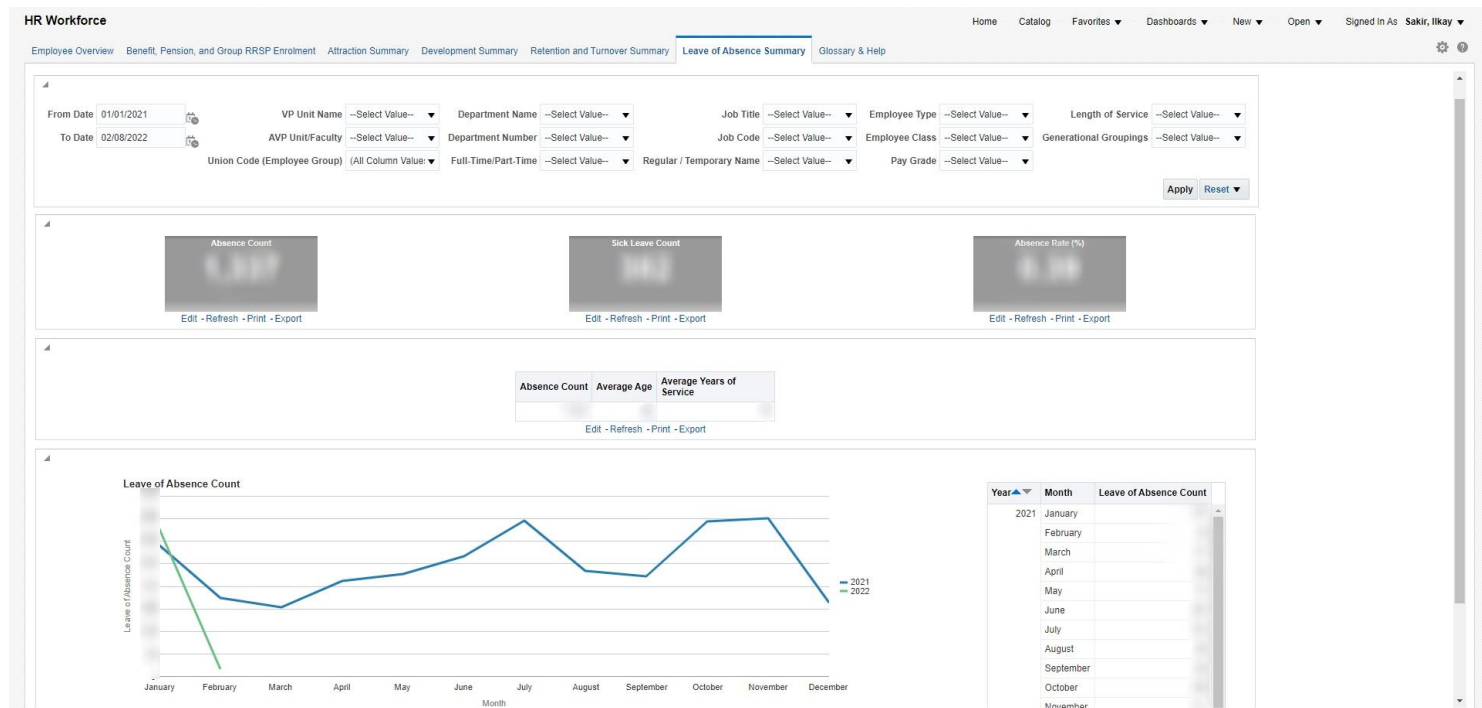
Dashboard Pages: Retention and Turnover Summary

- The Retention and Turnover Summary page is intended to give users insights on termination and retirement counts, retention ratios, and average years of service at termination instances
- This page allows users to see peak months where termination and retirement instances occur, with the ability to display year over year reporting by selecting a wider date range.



Dashboard Pages: Leave of Absence Summary

- The Leave of Absence Summary page reports on measures related to leave of absence data, including sick leaves, pregnancy leaves, and parental leaves.
- This page allows users to explore the data to determine if there are any yearly trends of peak times for leaves of absence within the selected departments or organization.



Dashboard Pages: Glossary & Help

- The Glossary & Help page includes training resources such as introduction guides, FAQs, training videos, and links to our drop in sessions, as well as definitions for all the terms and measures seen throughout the HR Workforce Deployment Dashboard.

HR Workforce

Home Catalog Favorites Dashboards New Open Signed In As Sakir, Ilkay

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

****Weekly Drop In Support/Training Sessions for HR related Dashboards****
IRA and HR staff will be available every Friday from 9:00am-10:00am for questions and support on any of the BI HR dashboards (e.g. HR Payroll, HR Workforce).
Join Teams for live support every Friday from 9:00am-10:00am
[Click on this link to Join Teams Meeting](#)

Access and Support
If you have any issues, please contact IRA at irahelp@mcmaster.ca.

Training Materials and Manuals
[HR Workforce Deployment FAQ](#)
[HR Workforce Deployment Introductory Manual](#)

Filters

- As of Date OR Date Range**
- VP Unit Name:** VP Unit Name is based on the department listed on an active employee's position number, and which VP area the department rolls up to. Examples include: VP Academic, VP Administration, VP Health Sciences, etc.
- AVP Unit / Faculty Name:** AVP Unit / Faculty Name is based on the department listed on an active employee's position number, and which AVP Unit / Faculty area the department rolls up to. Examples include: Faculty of Engineering, Faculty of Humanities, Faculty Services, etc.
- Department:** Department ID represents the department listed on an active employee's position number. Examples include: Biochemistry, Centre for Continuing Education, Equity and Inclusion Office, etc.
- Union (Employee Group):** Union code (employee group) represents the employee group (union code) listed on an active employee's position number. Examples include: CUPE (Unit 1) Teaching Assistants, TMG, Clinical Faculty, MUFA Faculty, etc.
- Pay Grade:** Pay grade represents the band or grade on an active employee's position number. Examples include: Band F, H, I (TMG); Grade 9, 10, 11 (Unifor Unit 1); etc.
- Regular / Temporary:** Regular/temporary represents the permanent or temporary nature of a position. A position can be flagged as regular (ie. continuing or permanent status) or temporary (ie. limited term).
- Full-Time / Part-Time:** Full-Time/Part-time represents whether full time or part time working hours are associated with the position.
- Job Code:** Represents the unique code associated with a job description that has gone through the evaluation process. Examples include INT017, JD0001, 000878, etc.
- Job Title:** Represents the job title associated with a unique job code. Examples include: Academic Advisor, Senior Accountant, Professor, Project Manager, etc.
- Employee Type:** Represents the method an employee is paid via payroll. Hourly employees are paid via time entry, Exception Hourly employees are paid on a set schedule, and Salaried employees are paid based on the standard weekly hours set up on an employee's unique position.
- Employee Class:** Employee class describes the nature of an employee's contract at McMaster such as continuing, casual, seasonal, limited term, tenure track, etc.
- Generation Grouping:** Identifies the generational grouping an employee is grouped within, based on the employee's birth year. Traditionalists are born prior to 1945, Baby Boomers are born within 1946 through 1964, Generation X are born within 1965 through 1980, Millennials are born within 1981 through 1996. Generation Z is born after 1997.
- Length of Service:** Represents the number of years of service an employee has served with McMaster University.

Measures

- Employee Count:** Count of active status employees as at an effective date. In the event an employee actively occupies more than one position as at an effective date, the employee will show up more than once in the employee count.
- Person Count:** Distinct count of active status employees as at an effective date. In the event an employee actively occupies more than one position as at an effective date, the employee will show up once in the person count.
- Average Hourly Wage:** Average hourly rate for active status employees as at an effective date.
- Median Hourly Wage:** Median hourly rate for active status employees as at an effective date.
- Average Years of Service:** Average years of service for active status employees as at an effective date.

Important Notes: Security

- Access to the HR Workforce Dashboard is based on a user's access in the Mosaic Human Resources (HR) module. For the initial release of the HR Workforce Dashboard, access has been granted to managers and users with a need for workforce reporting on a case-by-case basis.
- Users of the HR Workforce Dashboard will only see data pertaining to their own department, or to departments reporting up to the user's department according to the HR Department Hierarchy (the same hierarchy governing access to data in Mosaic). When viewing aggregated data, please be aware of which departments are included in the figures displayed.



Training & Support

In addition to the overview provided in this document, the following training materials are available on the [IRA website](#):

- An FAQ to help guide you through common questions
- Video tutorials to help you get started

The IRA and HR teams offer **drop in training/support sessions** for the HR Workforce Dashboard every Friday from 9:00am-10:00am. Please click [here](#) for a link to the Microsoft Teams Training Session.

If you are interested in group or one-on-one training sessions with our team, kindly email irahelp@mcmaster.ca to schedule a session.





Contact Information

If you have any questions contact:

IRA Helpdesk

irahelp@mcmaster.ca

HR Service Desk

hr.mcmaster@mcmaster.ca