# Human Resources Data Mart

# Data Collections Error Reports and Data Validation Reports User Guide

Information Technology Services

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## **Document Revision History**

Version	Date of Release	Purpose
Release 1.0	June 2015	Release of Institutional User Interface
	October 2019	Updated to remove references to ADP and align with current processes and procedures
	August 2021	Updated to align with current processes and procedures (Removal of Georgia Tech from Non-OneUSGConnect process) and reflect update from Cognos 10 to Cognos 11

## Human Resources Data Flow and Decomposition

Human Resources data from OneUSG institutions is automatically extracted, edited, and loaded (if edit error free) daily and is permanently stored in the USGHR schema. All edit errors for OneUSG institutions must be reviewed and corrected by the institutional user before it will be loaded into USGHR.



The Human Resources Data Mart (HRDM) is designed to be an information repository, or warehouse, that extracts twenty-six different files from OneUSG Connect (PeopleSoft HCM) daily. The primary tables used for reporting are employee profile, employee payroll and employee benefits data. The information collected can be used by both the University System Office and institutions for regulatory reporting to agencies.

- **Employee Profile** The Employee Profile data tables store actions occurring on an Employee and/or their job-related attributes in chronological order. This information includes Employee ID, institution, department, job code, etc.
- **Employee Payroll** The Employee Payroll data tables provide detailed earnings information supplementing what is supplied in the Employee Profile portion of the data mart, for example, pay period and paygroup.
- **Employee Benefits** The Employee Benefits data tables provide more detailed benefit information supplementing what is supplied in the Employee Profile portion of the data tables, for example, plan type and coverage code.

## **User Access**

To get access to the necessary functions of the HRDM, the HRDM Point of Contact person for your institution must contact the Help Desk in one of the following ways:

- <u>http://www.usg.edu/customer\_services</u>
- 706-583-2001 or 1-888-875-3697
- Submit an ITS Help-Desk ticket to <u>helpdesk@usg.edu</u> (follow the example in the image to the right)

The following information must be provided:

- The name of the new user
- title
- email address
- phone number
- role(s) to be assigned See the HRDM Security Roles section below for definitions of available roles.

## Subject: HRDM User Access

## Be sure to include:

- Name, title, email address, phone number
- List of roles to be assigned

#### **HRDM Security Roles**

HRDM Security roles provide access to functions available within the Human Resources Interface. They are used specifically to enable/disable visual controls on the screens and do not necessarily grant database privileges. However, user accounts based on these HRDM Security roles must be set up for each institution to allow access to the HR Data Mart.

The table below describes the HRDM Security Roles.

Roles to View Data and	d Reports in the USG Cognos Reporting Portal
usg_hrdm_poc	This identifies the HRDM Point of Contact. Every institution
	must have at least one designated POC. It is not a role that
	allows viewing of data or reports.
usg_hr_reviewer	This role allows you to view all the HR IPEDS data
	validation reports in Cognos, as well as view the HR
	Processing Errors Report in the collection error reports.
usg_hr_benefits_reviewer	This role allows you to view your institution's employee
	personal information and their benefits data. It also allows
	you to view the Employee Benefits Official Errors Report in
	the collection error reports
usg_hr_employee_reviewer	This role allows you to view your institution's employee
	personal information. It also allows you to view the
	Employee Profile Official Errors Reports in the collection
	error reports
usg_hr_payroll_reviewer	This role allows you to view your institution's employee
	personal information and their payroll. It also allows you to
	view the HR Payroll official errors in the collection error
	reports

## **Process Overview for Edit Errors and Data Validation Reports**

The following is a high-level overview of the Human Resources Data Mart Interface and provides information on how to access various reports within the interface as well as the permissions needed for access.

- A. Access the Human Resources Interface and Log In.
- B. Navigate to the Human Resources Home Page.
- C. View HR Collection Error Reports
- D. View HR COGNOS Report Tab to Access Institution Data.

#### A. Access Human Resources Interface and Log In

The Human Resources Interface is the home for HRDM COGNOS 11 reporting and HR Edit Errors review.

Use the following steps to access the interface:



- 1. https://analytics.ds.usg.edu/bi/
- 2. Enter username and password.

	IBM	Cognos Ana	lytics
		Sign in with your BOROUD ID	63 22
		♀         support.usg180            ♂	
90/0		Sign in Licensed Materials - Property of IBM Corp. © Copyright IBM Corporation and other(s) 2005, 2021. IBM, the IBM logo, ibm.com and Cognos are trademarks or registered trademarks of International Business Machines Corp., registered in many	

### B. Navigate to the Human Resources Tab

To get to the Human Resources tab, you will navigate to Data Collections > Human Resources

Screenshots below illustrate how to navigate to the error reports and validation reports in Cognos 11.

Data Colle	ctions								
← → C ☆ analytic	ss.ds.usg.edu/bi/?perspective=sampleWelcome						아 ☆ 🏞		
Data Collections Data Collections PEDS HR Data My portal pages	On the left, choose one of the Data Collections: Academic IPEDS HR: Current Year and	Welcome to the new USG Cognos Analytics and Reporting Portal! On the left, choose one of the following icons: Data Collections: Academic Data Submission, Academic Financial Aid, EdPrep Data Submission, Facilities Inventory, Financial or Human Resources reports IPEDS HR: Current Year and Previous Years reports.							
	Americanova Balana	Aliany State STATES	AUGUSTA	CLAYTON STATE UNIVERSITY	COLLEGE COASTAL COASTAL GEORGIA	COLUMBUS STATE			
	ALTON STATE	CONT VAL	LEY HATY Group Control Biologia Acones	GEORGIA	Georgia Gwinnett COLLEGE	GHC			
	Georgia Techi <u>i</u>			Georgia <u>State</u> University.	GORDON STATE COLLEGE	KENNESAW STATE			
	Middle Georgia State University	SOUTH EXAMPLE	<b>GEORGIA</b>	UNIT STATE	West Georgia,	VALDOSTA STATE			

## Data Collections > Human Resources

•	
Academic Financial Aid EdPrep Data Submission     Facilities Inven	ntory Financial Human Resources
Data Collections	
IPEDS HR     IPEDS HR	
Recent       Submission Status         Image 2       Image 2         Image 3       Image 2         Image 4       Image 2         Image 5       Employee Benefits Extraction Data - Employee Benefits Data         Image 6       Image 2         Image 7       Employee Benefits Extraction Data - Employee Benefits Data         Image 7       Employee Paralle Extraction Data - Paral Data         Image 8       Employee Paralle Extraction Data - Paral Data         Image 9       Employee Paralle Extraction Data - Molyee Education         Image 9       Employee Paralle Extraction Data - Molyee Education         Image 9       Employee Paralle Extraction Data - Molyee Education         Image 9       Employee Paralle Extraction Data - Data         Image 9       Employee Paralle Ext	

From this point, you can select a report to run. An example using the Address Data report is demonstrated in the next series of screenshots.

Data Collections > Human Resources>Employee Profile Extraction Data – Address Data

←	→ C ① 🔒 anal	lytics.ds.usg.edu/bi/?perspection	/e=pagelet&id=i6DB299ECF6F748	74A0BE4E42EA5BBC18&objRe	f=i6DB299ECF6F74874A0BE	4E42EA5BBC18	
6	)						
ඛ	Home	Academic Data Submission	Academic Financial Aid	EdPrep Data Submission	Facilities Inventory	Financial	Human Resources
() ()	Data Collections IPEDS HR	HR Collection Error Reports Name  Employee Benefits Official Employee Profile Official I HR Processing Errors	Errors Errors Irrors				
Q	Recent	Submission Status Name  HR Data Submission Statu HR Data Submission Sta	IS Ion Data – Employee Benefits Ion Data – Pavroll Data In Data – Pavroll Data In Data – Pior Experience Data In Data – Pior Experience Data In Data – Dio Data In Data – Dio Experience Data In Data – Dis Experience Data In Data – Pice Experience Data In Data – Tenure Data				

Select an Institution and then click the Finish button at the bottom.



The report will run.

	Your report is running.
$\bigcirc$	Instead of waiting, you can select a delivery method to run the report in the background <u>Select a delivery method.</u>

To export the HR report, click on the HTML Icon in the upper right of the window, and select a report option from the drop-down menu.

崖 Keep this version 🔻		G	G	💮 🗹 Add this report 🕶
				View in HTML Format
				View in XML Format

If you choose the Excel output version, the file will appear at the bottom.



### Click to open the file.

Employee Profile Extraction Data – Address Data - IBM Cognos Viewer - Google Chrome	-		$\times$
analytics.ds.usg.edu/bi/v1/disp			
Your report is ready and will download to your Web browser in a few moments.			^
Employee Profile Exlsx	S	Show all	×

## Your report will open.

Au	itoSave 🧿		9-6		Empl	oyee Profile	Extraction D	ata – Addres	is Data (3) -	Protected V	iew - Excel		,∕⊂ Sea	rch
File	Hon	ne Ins	ert Pag	je Layout	Formula	s Data	Review	v View	Help	Acrobat				
$\bigcirc$	PROTECT	ED VIEW	Be careful—f	iles from the	Internet car	i contain vir	uses. Unless	you need to	edit, it's safe	er to stay in F	protected Vie	ew. E	nable Editing	
A1		• :	× ✓	<i>f</i> <sub>x</sub> Set	id									
	Α	В	С	D	E	F	G	н	I	J	К	L	м	
1 S	etid	Employee	Employee	Home Add	City	County	State	Postal Cod	Country					

## C. View HR Collection Error Reports

The HR Collection Error Reports display errors encountered during the collection process.

Access to specific error reports is a role-based function for those assigned the Reviewer role. All those assigned the usg\_hr\_employee\_reviewer role are granted access to view the Employee Profile Error Report; however, access to all additional error reports is based on your specific Reviewer role as described in the HRDM Security roles table.

*All existing errors must be corrected in the source system* until the HR Collection Error Reports contain no errors. The following section describes each of the error reports and how to view that report.

## **View Employee Benefits Official Errors Report**

The Employee Benefits Official Errors Report contains all edit errors processed for Employee Benefits data. These edit errors must be corrected. This edit error report can be viewed only by those users assigned the **usg\_hr\_benefits\_reviewer** role.

To view the Employee Benefits Error Report:

1. Navigate to Data Collections > Human Resources > HR Collection Errors Reports

←	🗧 🔶 🖸 🏠 🖷 analytics.ds.usg.edu/bi/?perspective=pagelet&id=i6DB299ECF6F74874A08E4E42EA5BBC18&objRef=i6DB299ECF6F74874A08E4E42EA5BBC18										
6	)										
_											
窳	Home	Academic Data Sub	Academic Financial Aid	EdPrep Data Submission	Facilities Inventory	Financial	Human Resources				
ළ	Data Collections	HR Collection Error Re Name 🗘	ports								
۳		Employee Benefit	ts Official Errors								
i.	IPEDS HR	Employee Profile	Official Errors								
	Desent	HR Processing E	rrors								
Q	Recent	Submission Status									
		HR Data Submis	sion Status								
		HR Data Validation Re	norte								
		Name 🗘	ports								
		Employee Benefi	ts Extraction Data – Employee Benefits								
		Data Employee Payrol	Extraction Data - Payroll Data								
		Employee Payrol	Extraction Data – Prior Experience Data								
		Employee Profile	Extraction Data - Address Data								
		Employee Profile	Extraction Data - Employee Education								
		Employee Profile	Extraction data – Funds and Efforts								
		Employee Profile	Extraction Data – Job Data								
		Employee Profile	Extraction Data – Personal Data								
		Employee Profile	Extraction Data – Prior Experience Data								
		Employee Profile	Extraction Data – Service History Data								
		Employee Profile	Extraction Data – Tenure Data								
		Data Dictionary									
		Name 🗘									
		Download PDF									

From this point, you can select a report to run. Then, follow the same series of steps shown in the screenshots of Section B (downloading the Employee Profile Extraction Data – Address Data Report).

2. The report will display in the browser window. **NOTE**: If no edit errors were processed for your Employee Benefits data, the report area will remain blank (see below).

 ← → C △ analytics.ds.usg.edu/bi/v1/disp.
 University System Of Georgia Georgia College & State University Employee Benefits Official Errors No Data Available

## **View Employee Payroll Official Errors Report**

The Employee Payroll Official Errors Report contains all edit errors processed for Employee Payroll data. These edit errors must be corrected. This error report can be viewed by the users with the **usg\_hr\_payroll\_reviewer** role.

To view the Employee Payroll Official Errors Report:

- Navigate to Data Collections > Human Resources > HR Collection Errors Reports (see the screenshot in the Employee Benefits Official Errors Report section). From this point, you can select a report to run. Then, follow the same series of steps shown in the screenshots of Section B (downloading the Employee Profile Extraction Data – Address Data Report).
- 2. The report will display in the browser window. **NOTE**: If no edit errors were processed for your Employee Payroll data, the report area will remain blank.

#### **View Employee Profile Official Errors Report**

The Employee Profile Official Errors Report contains all edit errors processed for the Employee Profile data. *Note: this report also includes Faculty Data errors.* These edit errors must be corrected. This report can be viewed by users with the **usg\_hr\_employee\_reviewer** role.

- Navigate to Data Collections > Human Resources > HR Collection Errors Reports (see the screenshot in the Employee Benefits Official Errors Report section). From this point, you can select a report to run. Then, follow the same series of steps shown in the screenshots of Section B (downloading the Employee Profile Extraction Data – Address Data Report).
- 2. The report will display in the browser window. **NOTE**: If no edit errors were processed for your Employee Profile data, the report area will remain blank.

### **View HR Processing Errors Report**

The HR Processing Errors Report contains all processing errors for HR data (i.e., failed edit or load process). This report requires the **usg\_hr\_reviewer** role.

To view the HR Processing Errors Report:

- Navigate to Data Collections > Human Resources > HR Collection Errors Reports (see the screenshot in the Employee Benefits Official Errors Report section). From this point, you can select a report to run. Then, follow the same series of steps shown in the screenshots of Section B (downloading the Employee Profile Extraction Data – Address Data Report).
- 2. The report will display in the browser window. **NOTE**: If no edit errors were processed for your HR Processing data, the report area will remain blank.

## D. View HR COGNOS Report Tab to Access Institution Data

The HR Data Validation Reports page is displayed below the Error Reports and allows you to view the most recent data extracted into the HRDM. The Employee Profile Extraction Reports can be viewed by users with a **Reviewer** role.

Click the Data Validation Report link for the Report you wish to run and follow the same steps to run and download your report.



## **Downloading Reports**

All Cognos reports are downloadable. After the report has been run successfully, click on the HTML lcon in the upper right of the window, and select a report option from the drop-down menu.

🗁 Keep this version 🔻		습	넙금	Add this report
				View in HTML Format
				View in PDF Format
				View in XML Format
				View in Excel Options