JHU HR Analytics Turnover Dashboard

USER GUIDE, SPRING 2018
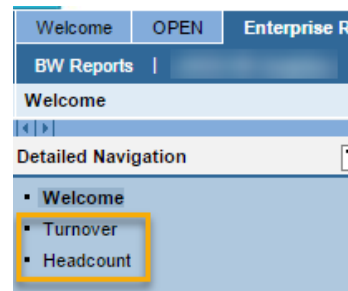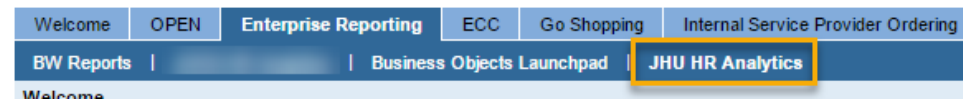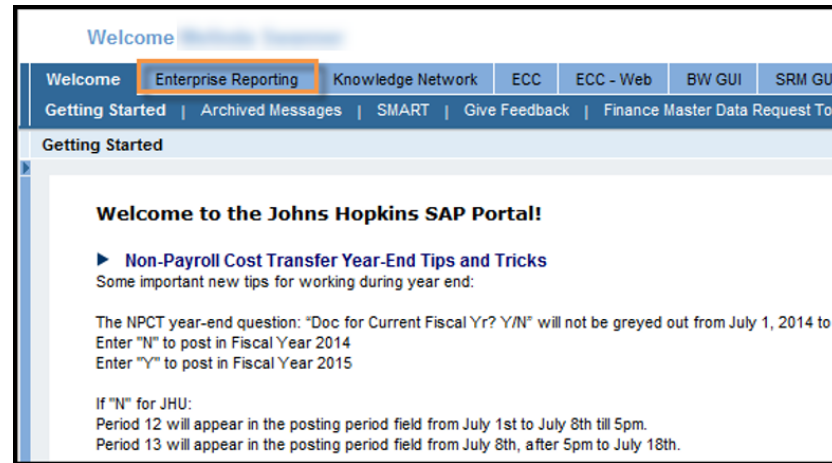
What is the Dashboard?

Turnover

- The Turnover Dashboard provides a snapshot of who is leaving your area.
- Turnover rate is calculated this way: (number of terminations during the specified period divided by the average headcount for the specified period) times 100.

Accessing the Dashboard

1. Log into SAP with your JHED/password.

2. Select the Enterprise Reporting tab.

3. Click JHU HR Analytics.

4. Click Turnover to launch the Dashboard. A new window or tab launches. It may take a moment to populate.

JHU Turnover Dashboard

The Turnover Dashboard defaults to Full-Time and Part-Time employees.

The default display shows ALL Personnel Areas or Org Units you have access to see for the current month.

All the data in the HR Analytics Dashboard and reports is one day delayed. HR data is updated overnight in BW/Analysis.

The Dashboard is unavailable daily from 8:45 pm to 12:45 am for updates.
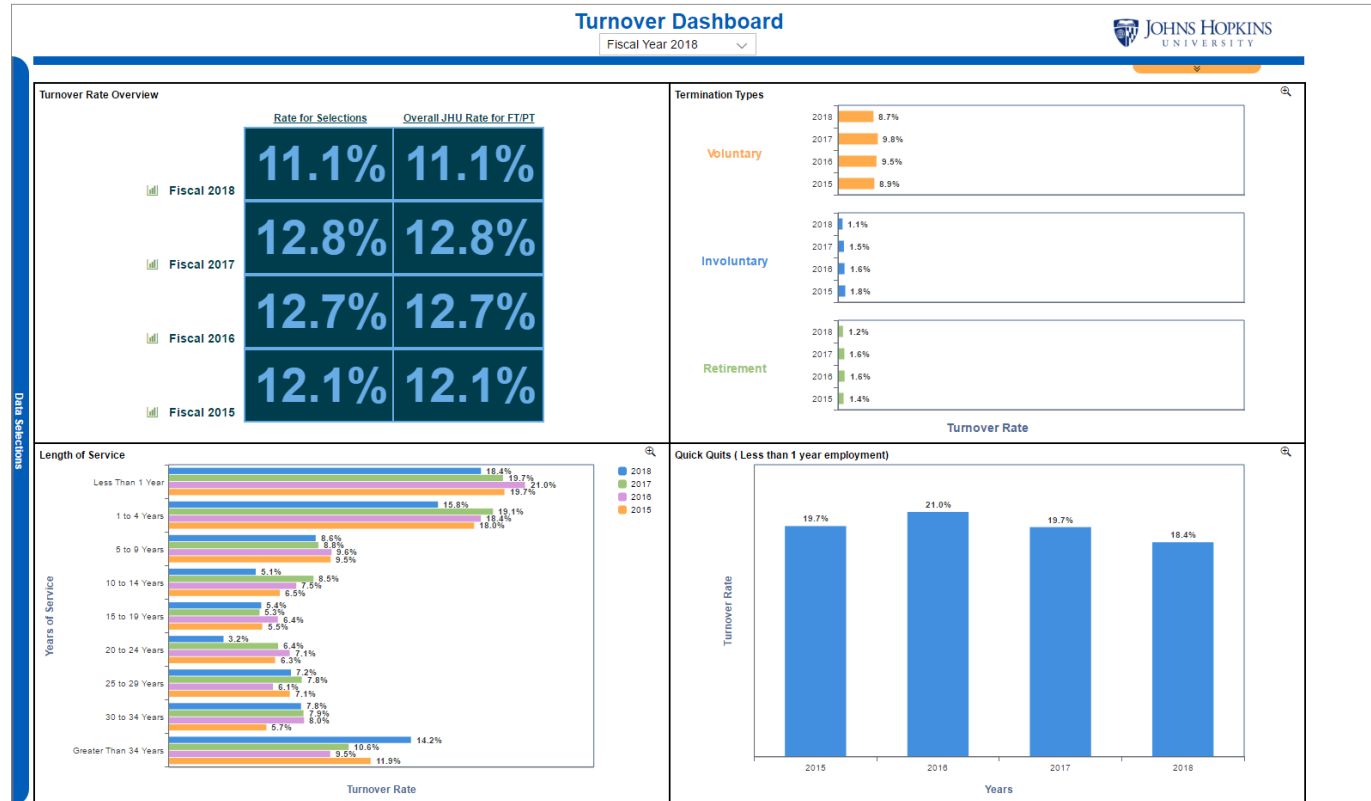
Customizing the View

Figure 1: At the top of the screen you can select which Fiscal Year data you would like to view. Available periods reach back to 2009.

Figure 2: At the left of the screen the Data Selections menu will display if you allow your mouse to hover over the blue bar. You can clear the defaults and/or make additional selections to alter your view.
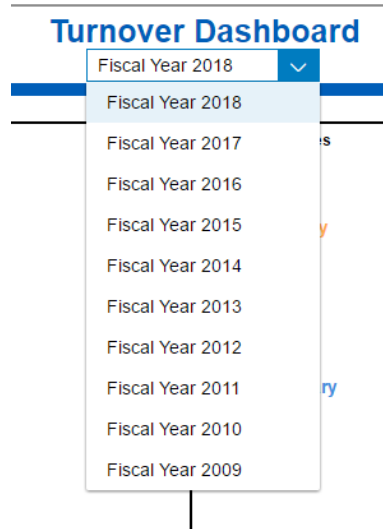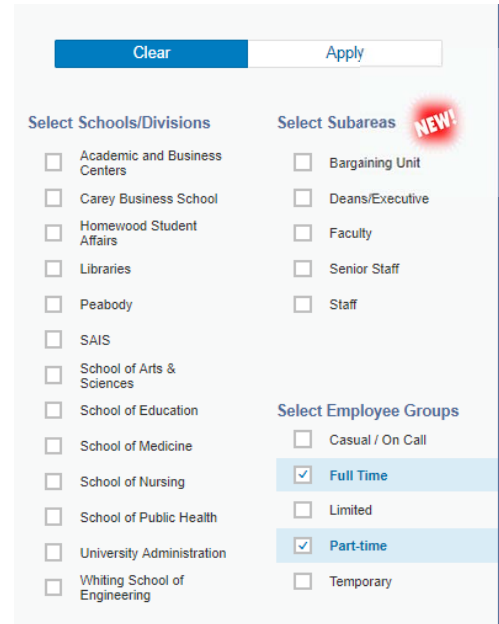

Figure 1

The menu only displays Personnel Areas from either the Personnel Areas or Org Units that you have access to in SAP.

Figure 2

Additional Data

Figure 3: If you allow your mouse to hover over Rate for Selections near the top left of the dashboard you will notice a dialogue box inviting you to click for Termination Details, which displays demographic information about terminated employees. You can open and close this popup chart at any time.

Figure 4: The green icon to the left of each Fiscal Year invites you to open a monthly trend chart.
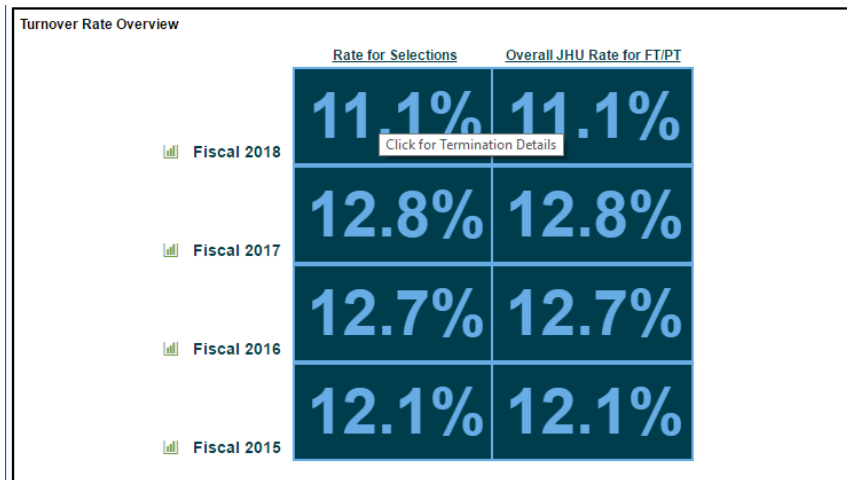
Turnover Rate Overview

	Rate for Selections	Overall JHU Rate for FT/PT
Fiscal 2018	11.1%	11.1%
Fiscal 2017	12.8%	12.8%
Fiscal 2016	12.7%	12.7%
Fiscal 2015	12.1%	12.1%

Click for Termination Details

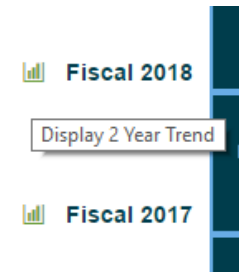Figure 3

Fiscal 2018

Display 2 Year Trend

Fiscal 2017

Figure 4

Additional Data

Figure 5: Near the top right hand side of the dashboard is a slide out menu (Figure 5) where you can find associated reports and the export to PDF command in order to save, print, or email. To print please export to PDF, then print.

Figure 6: When you run a dashboard report you will be asked to select report prompts. Type your prompt into the dialogue box at the top and click the arrow key to add it as your start value. Repeat for your end value.
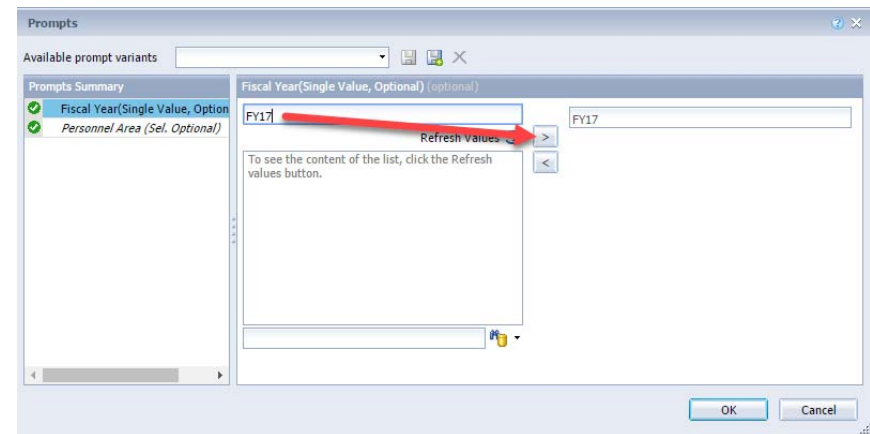

Figure 5

Figure 6

Tips and Tricks

Each chart has a magnify icon (Figure 6). When you click this button the selected chart is enlarged as a popup. To close the popup click the de-magnify icon (Figure 7).

Hovering over any chart data will allow you to see a tooltip, which enlarges text (Figure 6).

If the dashboard is too large or small for your screen please follow these directions to zoom in or out using your web browser settings:

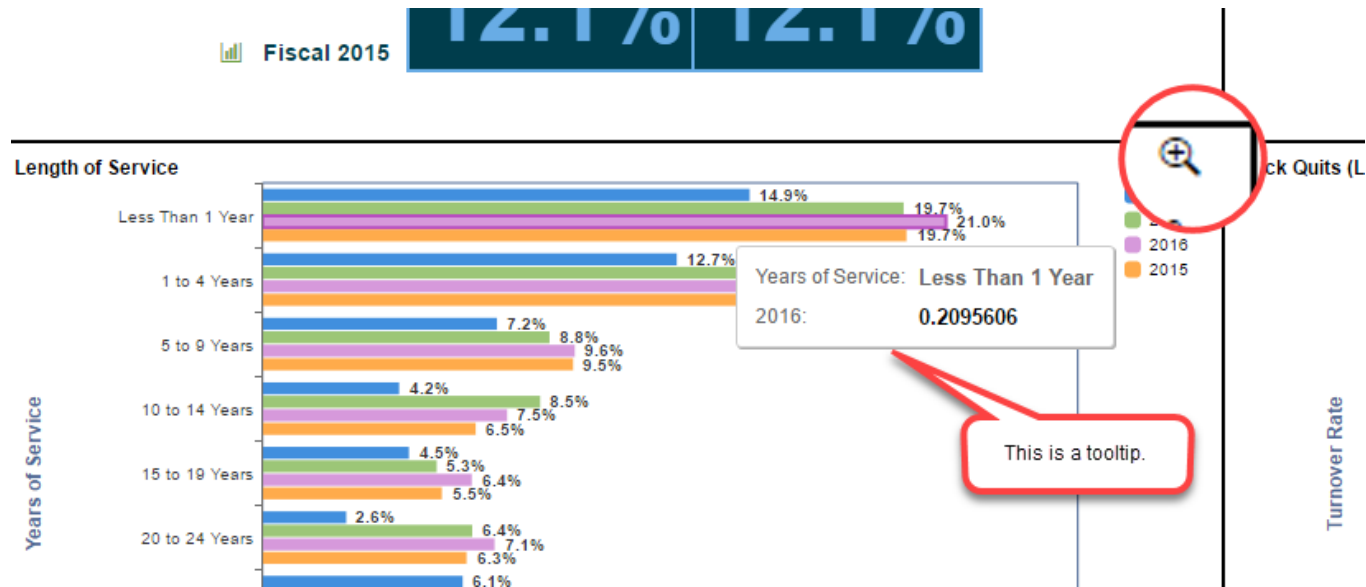Zoom Instructions for Internet Explorer

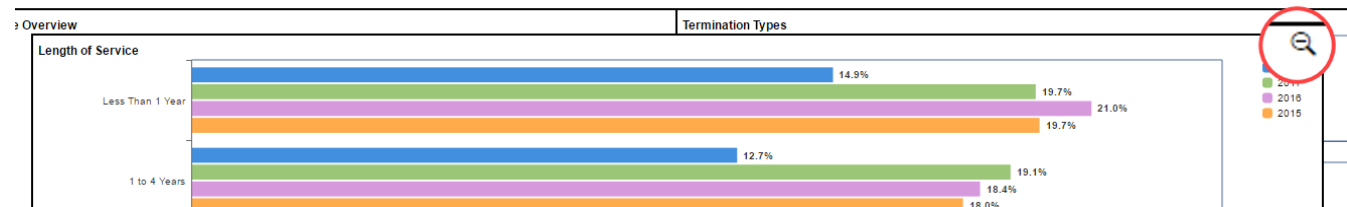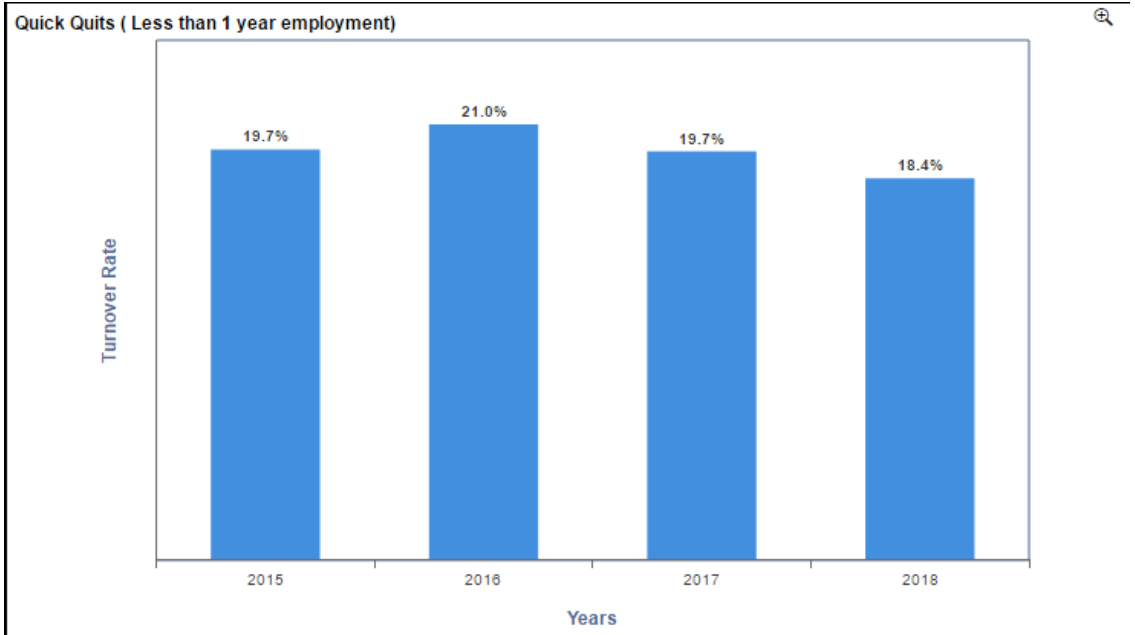Zoom Instructions for Chrome

Figure 6

Figure 7

What are Quick Quits?

Quick Quits represents employees who terminated after less than one year of employment. Your Quick Quits rate should be approximately double the rate of voluntary termination for your selections.

If your Quick Quits rate is greatly more than double the rate of voluntary termination it could be indicative of a problem with recruiting or onboarding.

Quick Quits (Less than 1 year employment)

19.7% 21.0% 19.7% 18.4%

Turnover Rate

2015   2016   2017   2018

Years

Data Mapping Information: Termination Type

Termination Types include:

- Voluntary
- Involuntary
- Retirement

Please click this Shared Services logo to visit the Shared Services HR/Payroll website for a complete list of Reason Codes.

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Data Mapping Information:
Length of Service

Length of Service is calculated based on the number of years between the most recent hire type action (this could be Hire, Rehire, etc.) and termination.

Length of Service categories include:

- Less Than 1 Year
- 1 to 4 Years
- 5 to 9 Years
- 10 to 14 Years
- 15 to 19 Years
- 20 to 24 Years
- 25 to 29 Years
- 30 to 34 Years
- Greater Than 34 Years

Data Mapping Information: Ethnicity and Race

Information about ethnicity and race as it pertains to turnover can be seen in the termination detail charts and report. SAP has several fields for race and ethnicity, including:

Ethnicity: the value can be either Hispanic/Latino or Not Hispanic/Latino.

Racial Category (multiple fields available): the value can be American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, or blank. Up to seven selections can be made.

Note that "Two or more races" is not a field in SAP, and was calculated as defined below.

If an employee self-selected "Hispanic/Latino" in the Ethnicity field, their Race/Ethnicity was set to Hispanic/Latino.

If an employee self-selected "Not Hispanic/Latino" in the Ethnicity field, and selected only one race in the Racial Category fields, then their Race/Ethnicity was set to the only race selected in the Racial Category field.

If an employee self-selected "Not Hispanic/Latino" in the Ethnicity field, and selected more than one race in the Racial Category fields, then their Race/Ethnicity was set to "Two or More Races."

If an employee left all of the Ethnicity and Race fields blank the entry is "Not Specified."

Data Mapping Information: Personnel Subarea

Information about Personnel Subarea as it pertains to turnover can be seen in the termination detail charts and report. Personnel Subarea is a field in SAP that is used to group employees as follows:

Staff	Sr. Staff	Deans/Executives	Bargaining Unit
• Staff-Admin • Staff-Non Admin	• Sr. Staff-Admin • Sr. Staff-Appt • Sr. Staff-Non Ad		

Data Mapping Information: Salary Range

Information about salary range as it pertains to turnover can be seen in the termination detail charts and report. Salary range data is derived from the "FTE Annual Salary" field in SAP, which means that the salary has been automatically annualized in SAP for part-time employees.
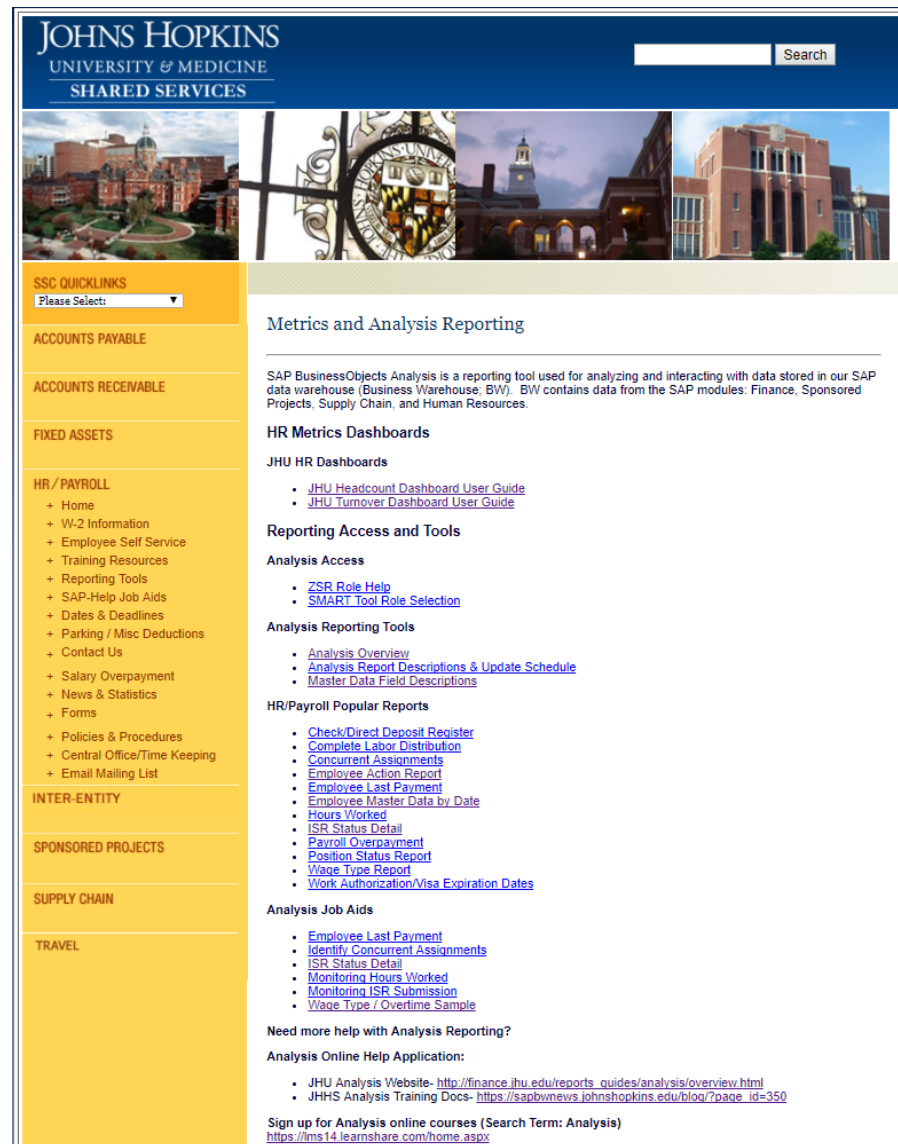
Defined ranges are:

- $40,000 or less
- $40,001-$60,000
- $60,001-$80,000
- $80,001-$120,000
- $120,001-$200,000
- Greater than $200,000

What if the dashboards don't answer my questions?

The dashboards are intended to provide a high level overview of HR data and trends for your area. You may find that the data doesn't answer your specific question or that the data makes you ask new questions. Analysis reports are the next step in these cases.

Please visit the Shared Services website for training and job aids. Click the picture of the Shared Services website in this user guide to open the website in your default web browser.