

JHU HR Analytics Turnover Dashboard

USER GUIDE, AUTUMN 2017



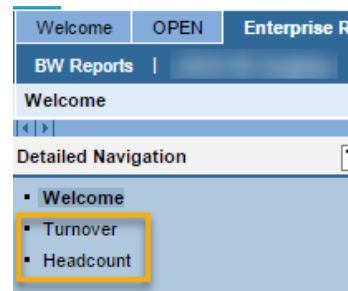
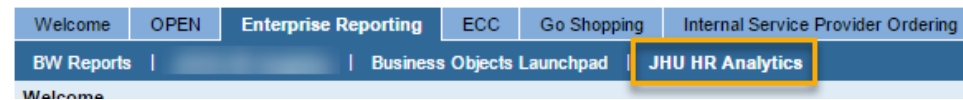
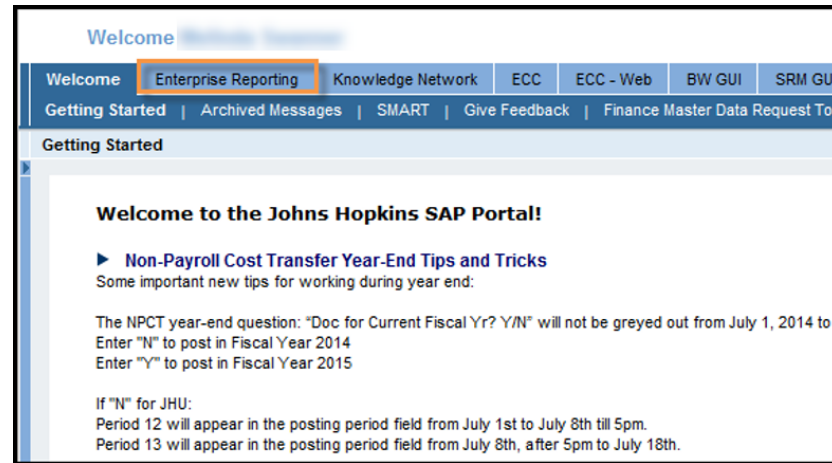
What is the Dashboard?

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.



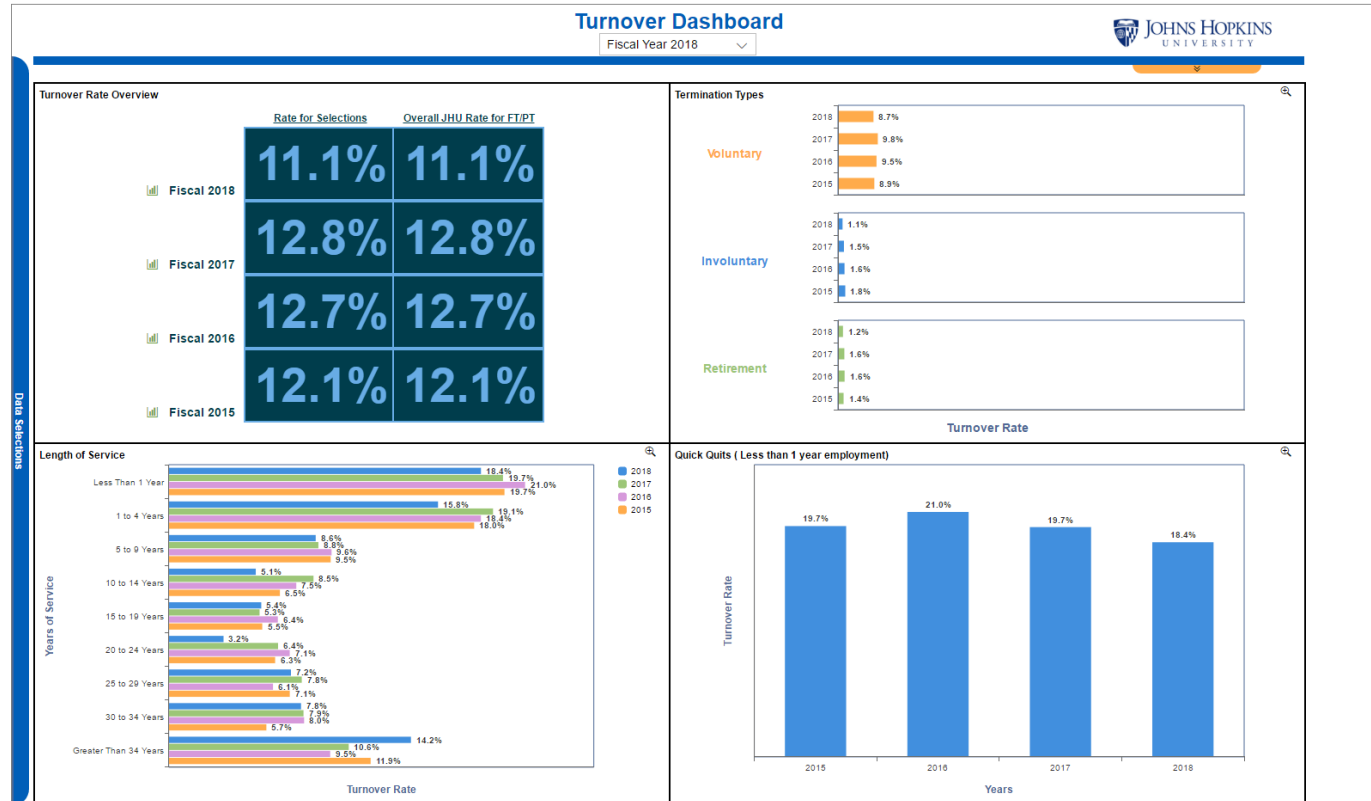
JHU Turnover Dashboard

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.

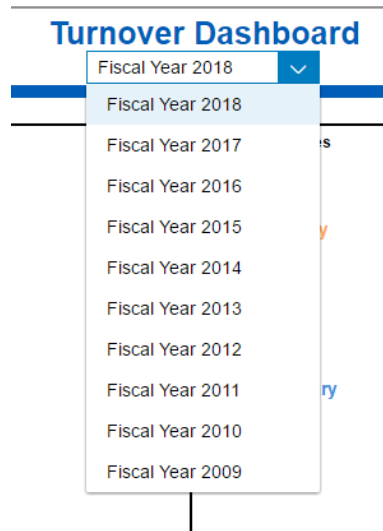


Figure 1

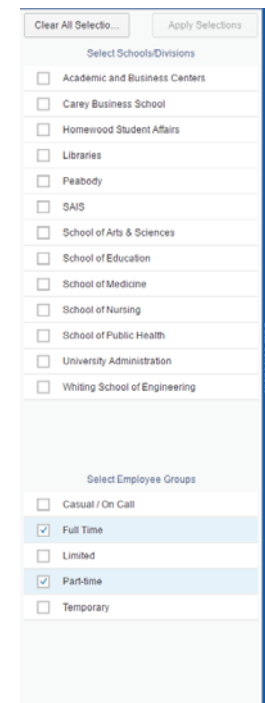


Figure 2

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

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.

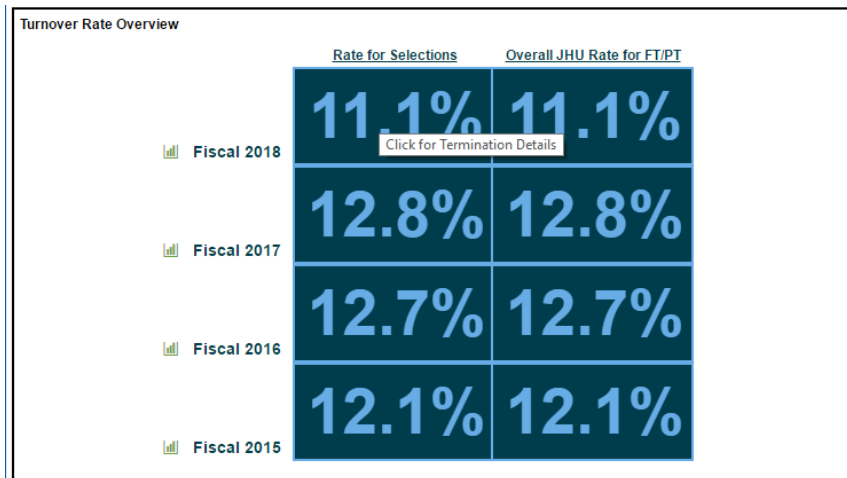


Figure 3

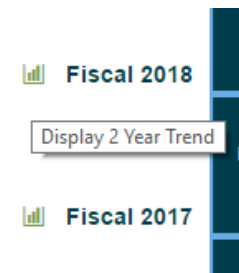


Figure 4

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

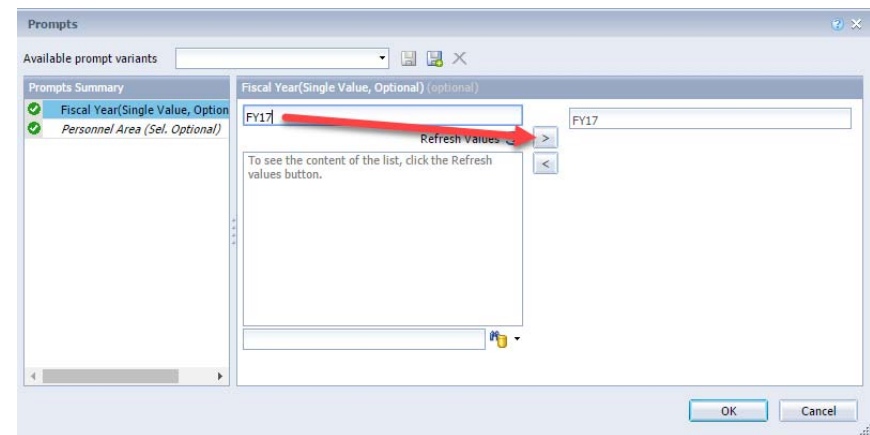


Figure 6

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](#)

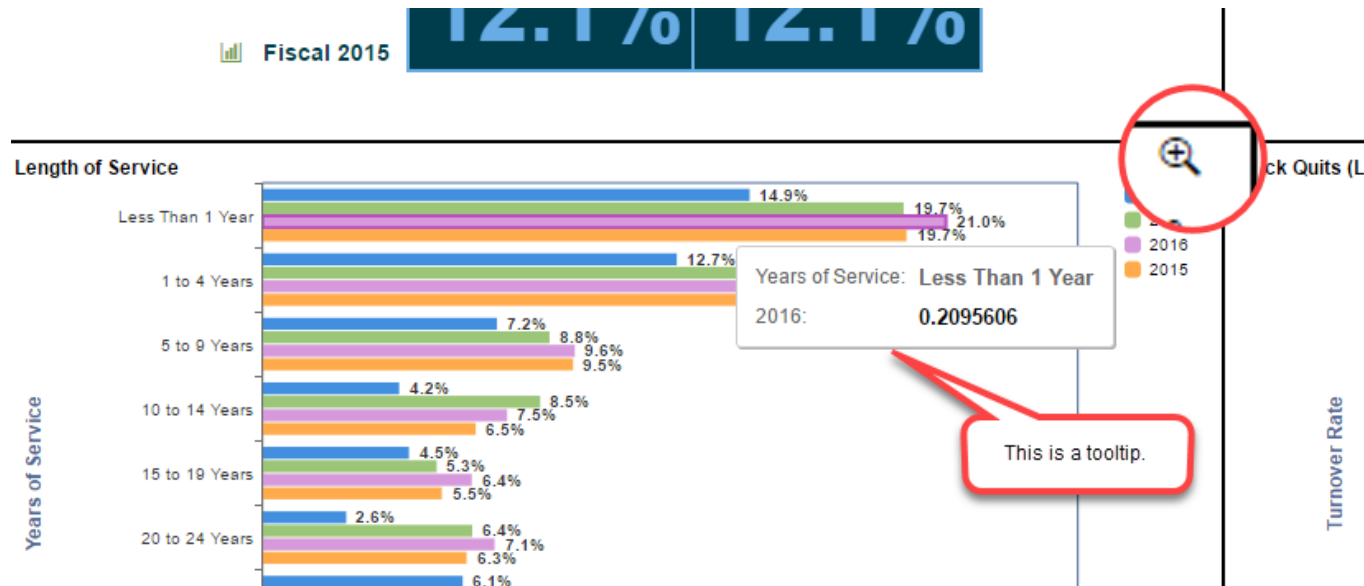


Figure 6

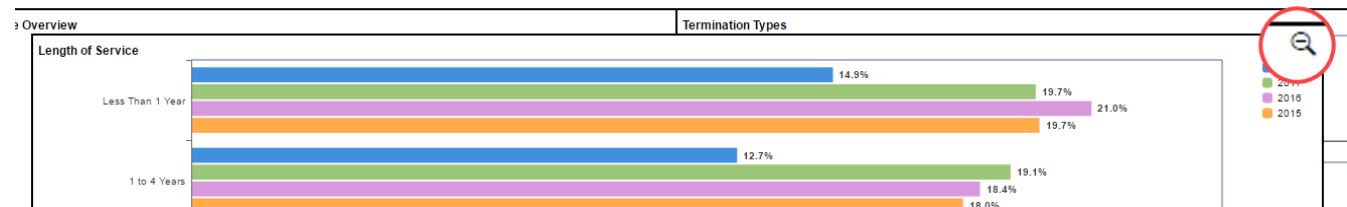
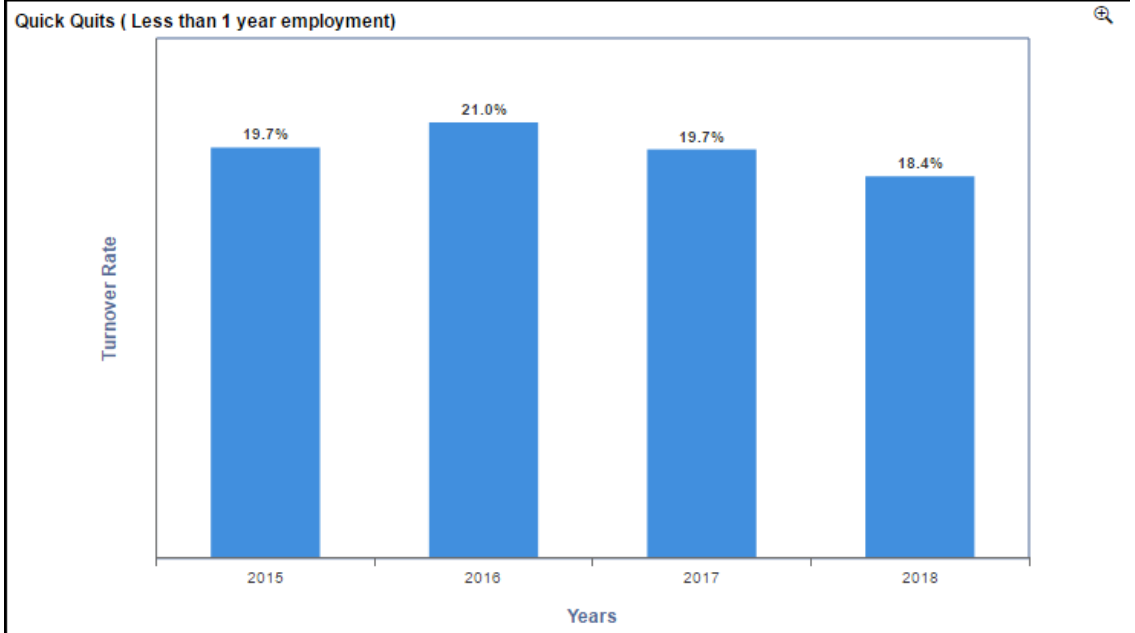


Figure 7

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.

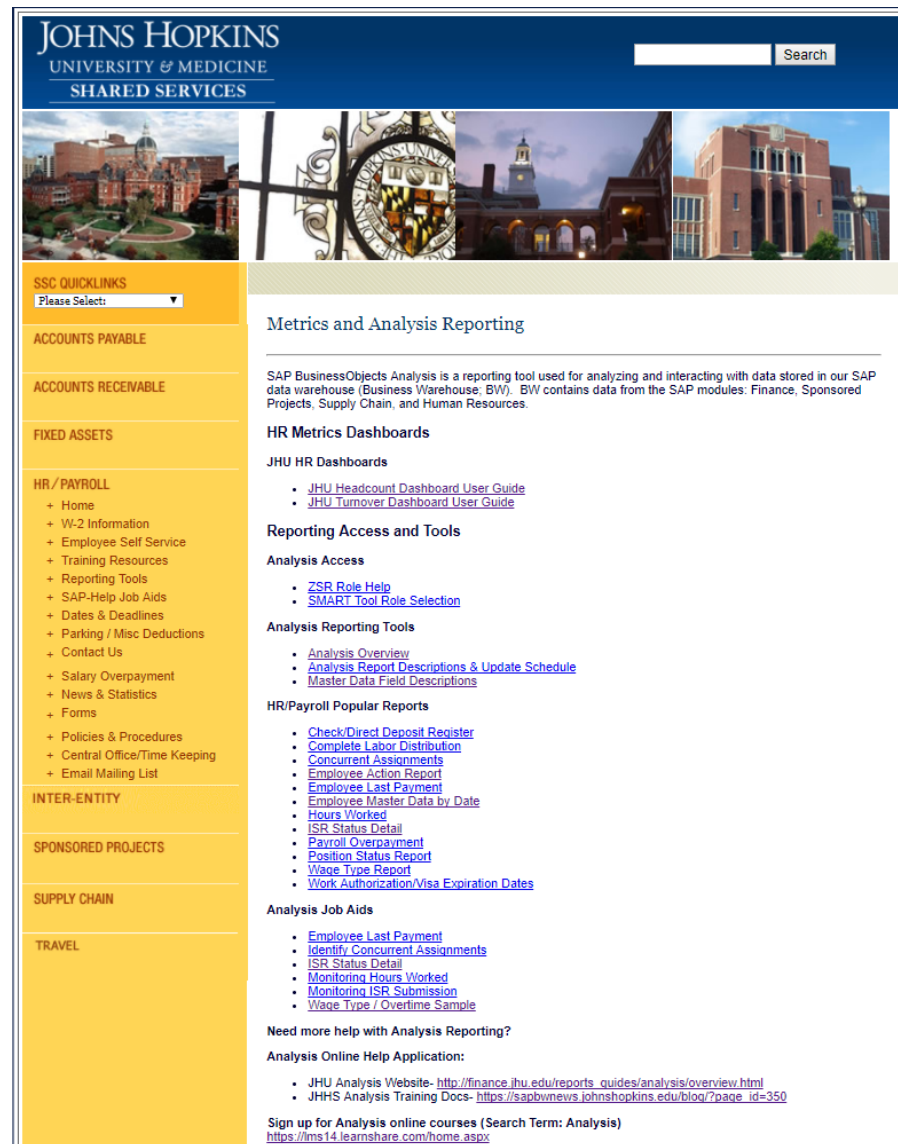
If your Quick Quits rate is greatly more than double the rate of voluntary termination it could be indicative of a problem with recruiting or onboarding.



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.



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ACCOUNTS RECEIVABLE

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- + Home
- + W-2 Information
- + Employee Self Service
- + Training Resources
- + Reporting Tools
- + SAP-Help Job Aids
- + Dates & Deadlines
- + Parking / Misc Deductions
- + Contact Us
- + Salary Overpayment
- + News & Statistics
- + Forms
- + Policies & Procedures
- + Central Office/Time Keeping
- + Email Mailing List

INTER-ENTITY

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SUPPLY CHAIN

TRAVEL

Metrics and Analysis Reporting

SAP BusinessObjects Analysis is a reporting tool used for analyzing and interacting with data stored in our SAP data warehouse (Business Warehouse: BW). BW contains data from the SAP modules: Finance, Sponsored Projects, Supply Chain, and Human Resources.

HR Metrics Dashboards

JHU HR Dashboards

- [JHU Headcount Dashboard User Guide](#)
- [JHU Turnover Dashboard User Guide](#)

Reporting Access and Tools

Analysis Access

- [ZSR Role Help](#)
- [SMART Tool Role Selection](#)

Analysis Reporting Tools

- [Analysis Overview](#)
- [Analysis Report Descriptions & Update Schedule](#)
- [Master Data Field Descriptions](#)

HR/Payroll Popular Reports

- [Check/Direct Deposit Register](#)
- [Complete Labor Distribution](#)
- [Concurrent Assignments](#)
- [Employee Action Report](#)
- [Employee Last Payment](#)
- [Employee Master Data by Date](#)
- [Hours Worked](#)
- [ISR Status Detail](#)
- [Payroll Overpayment](#)
- [Position Status Report](#)
- [Waive Type Report](#)
- [Work Authorization/Visa Expiration Dates](#)

Analysis Job Aids

- [Employee Last Payment](#)
- [Identify Concurrent Assignments](#)
- [ISR Status Detail](#)
- [Monitoring Hours Worked](#)
- [Monitoring ISR Submission](#)
- [Waive Type / Overtime Sample](#)

Need more help with Analysis Reporting?

Analysis Online Help Application:

- [JHU Analysis Website- http://finance.jhu.edu/reports_guides/analysis/overview.html](http://finance.jhu.edu/reports_guides/analysis/overview.html)
- [JHHS Analysis Training Docs- https://sapbwnews.johnshopkins.edu/blog/?page_id=350](https://sapbwnews.johnshopkins.edu/blog/?page_id=350)

Sign up for Analysis online courses (Search Term: Analysis)
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