HR Data Warehouse

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What is the HR Data Warehouse?

- Not part of the Financials Data Warehouse
- Developed in 2004 by HR and Administrative Computing using Oracle Discoverer
- Contains employee information from HREM
- Data is refreshed nightly from HREM
- Allows users to export employee information to excel for reporting and analysis
What information is available?

- **Employee demographic information**
  - Name
  - Campus address, andrew id & phone
  - Home mailing address & phone
  - Emergency contact information

- **Appointment information**
  - CURRENT and FUTURE appointment data, including
    - Salary/wage amount
    - Default object code
    - Oracle assignment number
  - Includes multiple appointments (if you have the HREM access to view them)
What information is not available?

- Appointment HISTORY data
  - If the appointment ended yesterday, it’s not in the warehouse
  - If an employee had consecutive appointments throughout the year, you can only see the appointment that is in effect on the day you run the query
- HREM transactions that have not been fully approved
- Actual salary expenditures (amount paid)
- Charging instructions
Pre-defined Queries

- BDI Outload
- BDI Outload with Headers
- Employee Appointment Inquiry
- Student Employee Appointment Inquiry
- Campus Address List
- Home Address List
- Emergency Contact List
Each of the queries allow you to select parameter values to fine-tune the employees you retrieve. In general, you can select values for:

- Employment status (active, courtesy, paid/unpaid leave, terminated)
- FT/PT indicator (regular FT, regular PT, FT or PT greater than 4 months, FT or PT less than 4 months)
- Relationship (tenure-track, teaching, research or special faculty, staff, undergraduate or graduate student)
- Home or hiring department
How do I use the HR DW for Salary Budgeting?

- **BDI Outload queries**
  - Use the **BDI Outload with Headers** if you want to review the data (it includes the column names at the top)
  - Use the **BDI Outload** to create the data file to be loaded into BDI

- **Employee Appointment Inquiry query**
  - Creates a report of all current and/or future appointments for your employees that can be downloaded to excel
  - Can be used to review employee appointments in preparation for Compensation Review or to monitor appointments
Other common uses

- The Appointment Inquiry queries can be used to review the default object code assigned to each appointment
  - Could combine HR DW data with LD data from the Financials warehouse in excel by using vlookups based on oracle assignment number
- Campus and Home address queries can be used for departmental mailings or distribution lists
- Some departments export data for use in their own custom spreadsheets or departmental systems
How do I get access?

- All HREM administrators automatically have access to the same employees they can see in HREM.
  - A user can not be granted access to the warehouse without being an HREM administrator
  - A user can not see an employee in the warehouse without having access to that employee in HREM

- Need to download and install Oracle Discoverer software & user guide from the HR website
  
  https://www.cmu.edu/hr/hr_services/hrdw/index.html
What software do I need to use?

- **Discoverer Viewer**
  - Easier to install
  - Works on Mac or Windows PC
  - Can ONLY run the pre-defined queries; can’t create your own

- **Discoverer Plus**
  - Can run or modify pre-defined queries or create your own
  - Initial installation is lengthy and prone to issues, but once installed it’s easy to use
  - Only available for Windows PC
    - currently can’t use with Internet Explorer 8
    - Requires Jinitiator 1.3.1.17 (different from Oracle Financials)
For More Information on the HR Data Warehouse

- Visit the HR Data Warehouse page at
  https://www.cmu.edu/hr/hr_services/hrdw/index.html
  - Contains the HR Data Warehouse User Manuals, FAQ and software downloads

- A brief overview of the warehouse is included at the end of the HREM Training class
  - Sessions are offered monthly in the Hearth training room in Whitfield Hall. Register at
    https://hr-apps.as.cmu.edu/hrlearn/HRLearn2

- Contact the HRIT Help Desk at
  HRIT@andrew.cmu.edu or 412-268-3487