HR Workforce Analytics Dashboard

The HR Workforce Analytic Dashboards are based on the Cognos Business Intelligence reporting suite and can be used to access a number of key HR Metrics including;

- Women in Leadership
- ATSI numbers
- Excess Leave
- Headcount & FTE

This set of dashboards provides managers with an overview of the information they need to assess and report workforce capabilities and trends. Most dashboards provide drill through to individual staff details. Users can only view information for the Departments to which they have access.

Important Note:
Dashboards can only be accessed via *Internet Explorer*, and are not compatible with Mozilla (Firefox).
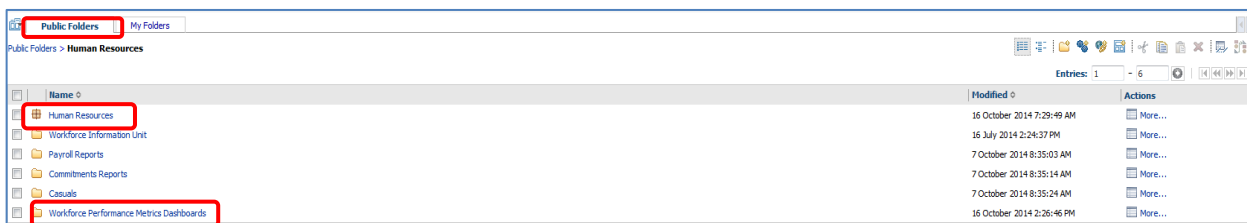
Logon

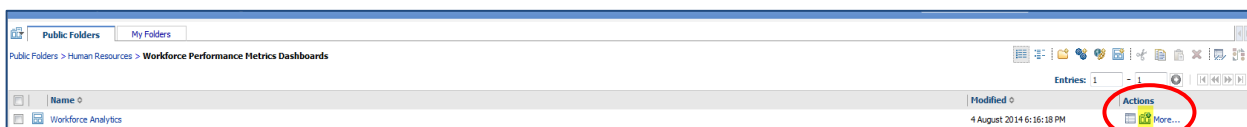**Access:** https://bi.adelaide.edu.au/

Log on and select **My home**

Current Cognos users

Go to **Public Folders** and select **Human Resources\Workforce Performance Metrics Dashboards**

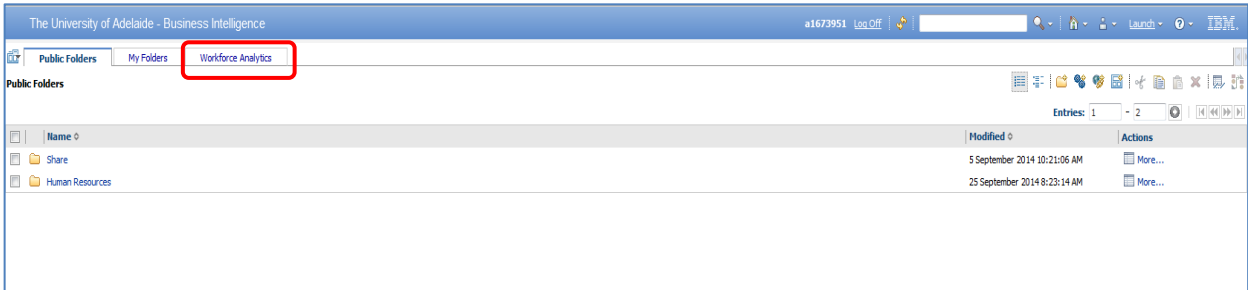Select the icon highlighted in yellow.

This will appear as another tab.

adelaide.edu.au

New Cognos users

Select **Workforce Analytics** tab

Navigation

Log in details and user access level

Footnotes to assist in understanding data.

Follow links to drill down for further information (available links vary depending on access level). A drill through either refines the data search or, if drilling on numbers, will provide detailed data ready to view or export. Data can be exported into various formats (export only available on drill through data)

HR Handbook	QRG – HR Workforce Analytics Dashboard	Effective Date:	24 August 2017	Version 1.2
Authorised by	Director, Human Resources	Review Date:	15 October 2018	Page 2 of 9
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Staff Profile
(as at 30/09/2014)

Dates below the headings indicate if the data is current as at the end of the last quarter or as at the previous day

Head Count	2011	2012	2013	2014
Deputy VC & VP (Academic)	252	256	271	295
Deputy VC & VP (Research)	148	149	151	150
External	84	93	108	115
Fac of Eng, Comp & Math Sci	384	402	397	404
Fac of Health Sciences	895	961	1,002	978
Fac of Humanities & Social Sci	255	275	280	271
Fac of Sciences	750	777	800	821
Fac of the Professions	240	254	274	291
Vice-Chancellor and President	45	45	44	52
VP (Services and Resources)	483	490	495	554
Total	3,536	3,702	3,822	3,931

Drill throughs on a year provide quarter end data.

Radio buttons to control view options

View by:
- ○ Faculty/Division
- ● School/Branch
- ○ Department

Standard Filters

Faculty/Division & School/Branch filters used when access is greater than one School/Branch

Staff Type: Academic or Professional

Contract Type: Continuing or Fixed Term

Employment Type: Full time or Part time

Quantity: Headcount or FTE

HR Handbook	QRG – HR Workforce Analytics Dashboard	Effective Date:	24 August 2017	Version 1.2
Authorised by	Director, Human Resources	Review Date:	15 October 2018	Page 3 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

Understanding Home Page data

The home page is broken down into 4 sections:
- Our People Key Targets
- Demographics
- Staff Profile
- Excess Leave

All figures are for continuing and fixed term employees who are active or on leave with pay.

Our People Key Targets

Data is reflective as at the previous day.

- **_Women in Senior Leadership_** displays the proportion of women in senior roles as a percentage of the total Senior Leadership workforce (Level D+, Senior Management, HEO 10+). 2015 Beacon key target is 30%.
- **_Staff with excess leave_** is the number of employees whose current leave balance less any future booked leave is over the threshold. This displays the number of staff whose annual leave exceeds the threshold of 30 FTE Days (35 Days for Shift Workers) or LSL exceeds 80 FTE Days. The leave calculation has been adjusted to include Part Time employees.
- **ATSI Employees** displays the proportion of Aboriginal or Torres Strait Islanders as a percentage of the total workforce. 2023 Beacon key target is 2%.

Demographics

Data is reflective as at the previous day.

- This is the total Head Count and FTE of continuing and fixed term employees who are active or on leave with pay.

Staff Profile

Data is reflective as at the end of the last finalised quarter.

- This is the total Head Count and FTE of continuing and fixed term employees who are active or on leave with pay as at the end of the last finalised quarter.

Excess Leave

Excess Annual Leave - data is reflective as at the previous day.

- Excess Annual Leave (where leave exceeds 30 FTE Days or 35 Days for Shift Workers) is calculated as at the end of the last finalised pay period, taking into account booked leave (calculated daily), for continuing and fixed term positions.
- Booked leave is leave approved that has not been paid, and is calculated at current work schedule.

Excess Long Service Leave - data is reflective as at the previous day.

- Excess Long Service Leave (where leave exceeds 80 FTE Days) is calculated as at the end of the last finalised pay period, taking into account booked leave (calculated daily), for continuing and fixed term positions.
- Booked leave is leave approved that has not been paid, and is calculated at current work schedule.

HR Handbook	QRG – HR Workforce Analytics Dashboard	Effective Date:	24 August 2017	Version 1.2
Authorised by	Director, Human Resources	Review Date:	15 October 2018	Page 4 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

Understanding Demographic Data

All figures are for continuing and fixed term employees who are active or on leave with pay.

Data is reflective as at the end of the last finalised quarter.

Age

- **Percentage** represents the Head Count/FTE for the selected criteria as a percentage of continuing and fixed term staff total at the end of the specified period or the last finalised quarter.
- **Median** and average ages of continuing and fixed term staff as at the end of the last finalised quarter of the year. Median is the numeric value separating the higher half of the data sample from the lower half (i.e. is the number in the middle).
- **Average** is the sum of the data sample divided by the numbers in the data sample, (i.e. the arithmetic mean of the number range).

ATSI

- **ATSI** represents the Head Count/FTE of continuing and fixed term staff who have self-identified as Aboriginal, Torres Strait Islander or Aboriginal and Torres Strait Islander (ATSI).
- **ATSI Percentage** represents the proportion of Aboriginal, Torres Strait Islander or Aboriginal and Torres Strait Islander (ATSI) as a percentage of the total workforce for the selected criteria.
- **ATSI graphs** only represent ATSI data, Non-ATSI data is not graphed.

Classification

- **Percentage** represents the Head Count/FTE for the selected criteria as a percentage of continuing and fixed term staff total at the end of the specified period or the last finalised quarter.
- **Senior Appointment** includes Heads of School, Deans, Executive Deans, PVC, DVC and VC positions
- **Senior Management** includes Senior Managers Level 1-3, Unclassified (Prof Staff) Staff and Executive Director positions

Gender

- **Percentage** represents the Head Count/FTE for the selected criteria as a percentage of continuing and fixed term staff total at the end of the specified period or the last finalised quarter.

HR Handbook	QRG – HR Workforce Analytics Dashboard		Effective Date:	24 August 2017	Version 1.2
Authorised by	Director, Human Resources		Review Date:	15 October 2018	Page 5 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.				

Understanding Leave Data
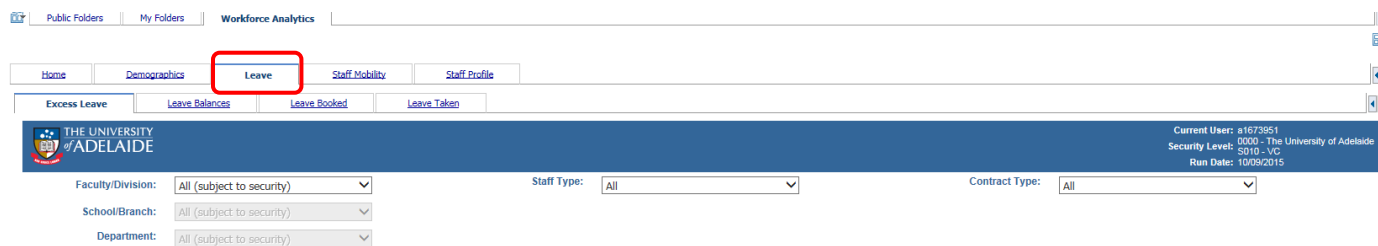
All figures are for continuing and fixed term employees who are active or on leave with pay.

Leave Balance data is reflective as at the end of the last finalised pay period.

Booked Leave data is reflective as at the previous day.
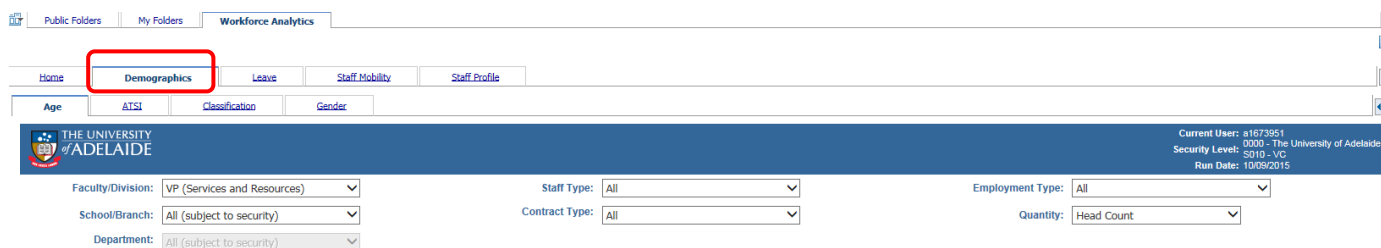
Excess Leave

Excess Annual Leave - data is reflective as at the previous day.

- Excess Annual Leave (where leave exceeds 30 FTE Days or 35 Days for Shift Workers) is calculated as at the end of the last finalised pay period, taking into account booked leave (calculated daily), for continuing and fixed term positions.
- Booked leave is leave approved that has not been paid, and is calculated at current work schedule.

Excess Long Service Leave - data is reflective as at the previous day.

- Excess Long Service Leave (where leave exceeds 80 FTE Days) is calculated as at the end of the last finalised pay period, taking into account booked leave (calculated daily), for continuing and fixed term positions.
- Booked leave is leave approved that has not been paid, and is calculated at current work schedule.

Leave Balances

Leave Balances - data is reflective as at the end of the last finalised pay period.

- Leave balances (excluding booked leave) are calculated as at the end of the last finalised pay period for continuing and fixed term positions.
- The dollar value shown is the leave provision, which includes all loadings and on-costs.
- The total number of continuing and fixed term positions in each area is shown to give context to the leave values.

Monthly Average Leave Balance Trends - data is reflective as at the end of the last finalised pay period.

- Averaged leave balances for the given month in FTE days, for the past 5 years up to the end of the last finalised pay period, for continuing and fixed term positions.
- Monthly averages are calculated as Leave Balance FTE Days / Position Count.
- Booked leave is not included in the calculation.

Leave Booked

Leave Booked - data is reflective as at the previous day.

- All future leave booked, calculated daily, for continuing and fixed term positions. This includes leave dates as far in the future as it is possible to book.
- Leave booked is leave approved that has not been paid, and is calculated at current work schedule.

Positions with Under 20 FTE days Annual Leave Booked or Taken - data is reflective as at the previous day.

- Positions are identified by calculating the total of all Annual Leave taken or booked for the current year, up to the end of the last pay period of the year.
- Leave booked is leave approved that has not been paid, and is calculated at current work schedule.
- The percentage is the number of continuing and fixed term positions with under 20 FTE days leave against the total number of continuing and fixed term positions.

HR Handbook	QRG – HR Workforce Analytics Dashboard	Effective Date:	24 August 2017	Version 1.2
Authorised by	Director, Human Resources	Review Date:	15 October 2018	Page 6 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

Leave Taken

Leave Taken - data is reflective as at the end of the last finalised pay period.

- Leave taken is calculated as at the end of the last finalised pay period for continuing and fixed term positions.
- Leave taken is the total hours of paid leave taken during the current calendar year, based on absence date.

Monthly Positions on Paid Leave Trends - data is reflective as at the end of the last finalised pay period.

- Number of continuing and fixed term positions that had a paid absence during the given month, for the past 5 years up to the end of the last finalised pay period.

Typical Leave Day YTD - data is reflective as at the end of the last finalised pay period.

- Percentage of leave hours taken on specific days against the total number of leave hours taken by continuing and fixed term positions during the current calendar year, as at the end of the last finalised pay period.

NOTE: these leave taken dashboards are complex and take a relatively long time to generate, it is recommended to apply filters to the dashboard to speed up the generation process.

FTE Days

FTE days reflects leave days based on the FTE of the employee. The calculation e.g. is:

Full Time Employee
FTE = 1
Leave Balance Hours = 80
*Leave Balance FTE Days = (80/7.35)/1 (leave hours / standard hrs per day / FTE) = **10.88***

Part Time Employee
FTE = .5
Leave Balance Hours = 80
*Leave Balance FTE Days = (80/7.35)/.5 (leave hours / standard hrs per day / FTE) = **21.77***

Excess Leave Days

Excess leave days reflects the number of days in excess of the policy limits taking FTE percentages into consideration. The calculation is as follows:-

Full Time Employee
FTE = 1
Leave Balance Hours = 300
Leave Balance FTE Days = 40.81 (as per calculation above)
*Excess Leave Days = (40.81 – 30^t) * FTE = 10.81*

Part Time Employee
FTE = .5
Leave Balance Hours = 300
Leave Balance FTE Days = 81.63
Excess Leave Days = (81.63 – 30^t) FTE = 25.82*

^{t} (30 days excess limit for annual leave or 35 days for shift workers)
^{t} (80 days excess limit for Long Service Leave)

HR Handbook	QRG – HR Workforce Analytics Dashboard	Effective Date:	24 August 2017	Version 1.2
Authorised by	Director, Human Resources	Review Date:	15 October 2018	Page 7 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

Understanding Staff Mobility Data
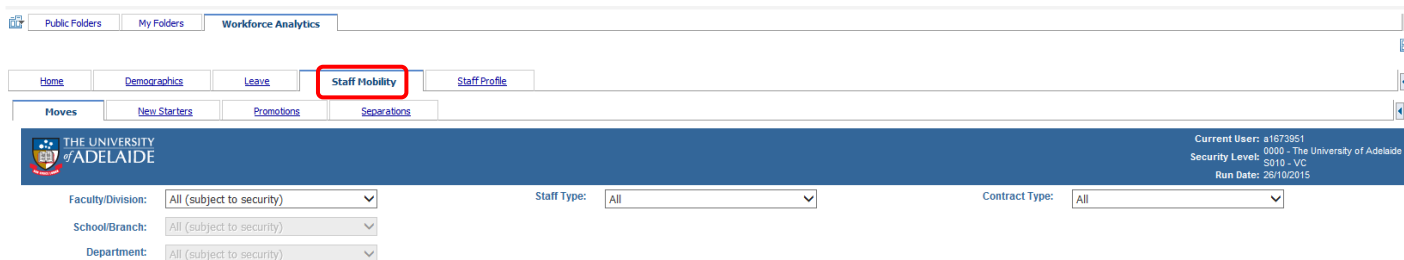
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Data is reflective as at the previous day.

Moves

- **Movements** = Internal moves between HR departments by period, excluding secondments, for continuing and fixed term staff.
- **Senior Appointment** = Vice Chancellor, Deputy Vice Chancellor, Pro Vice Chancellor, Executive Dean, Head of School/Dept, Dean.
- **Senior Management** = Executive Director, Unclassified (Prof Staff), Senior Manager Level 1, Senior Manager Level 2, Senior Manager Level 3.

New Starters

- **New Starter Rate** is the number of new starters as a percentage of continuing and fixed term staff headcount (position) as at the end of the current period.
- **"N/A"** indicates that no data exists for the current period.
- A new starter includes anyone who has been hired or rehired, does not include existing employees transferring to new positions.

Promotions (Academic)

- **Success Rate** is the number of successful applications as a percentage of total applications received, for a given period.
- **"N/A"** indicates that no applications were received in this period.
- These are Internal Promotions only, for continuing and fixed term academic staff.

Separations

- **Turnover Rate** is the number of separations as a percentage of continuing and fixed term staff headcount (position) as at the end of the previous period.
- **"N/A"** indicates that no data exists for the previous period.
- A separation includes anyone who has left the University, does not include existing employees transferring to new positions.

HR Handbook	QRG – HR Workforce Analytics Dashboard	Effective Date:	24 August 2017	Version 1.2
Authorised by	Director, Human Resources	Review Date:	15 October 2018	Page 8 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

Understanding Staff Profile
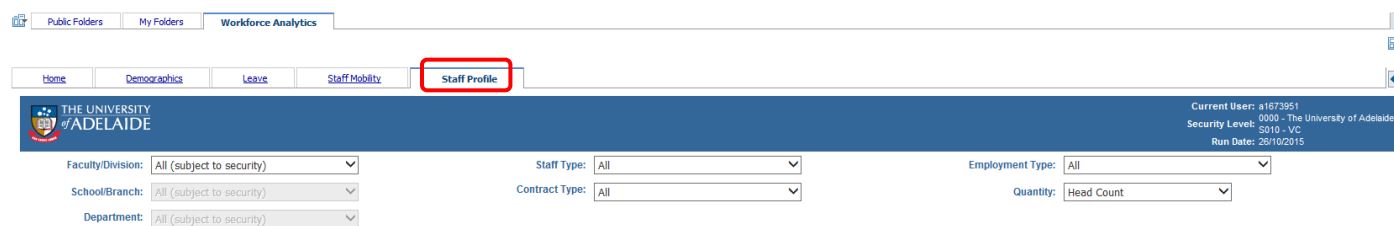
Headcount (or FTE) is displayed by School/Branch, Job Function, Staff Type and Contract Type.

All figures are for continuing and fixed term employees who are active or on leave with pay.

Data is reflective as at the end of the last finalised quarter of the year.

- Head Count (or FTE) of continuing and fixed term staff as at the end of the last finalised quarter of the year.
- Percentage represents the Head Count (or FTE) for the selected criteria as a percentage of continuing and fixed term staff total as at the end of the last finalised quarter of the year.
- Staff Type Ratio - The proportion of academic employees to professional employees and vice versa.
- Contract Type Ratio – The proportion of continuing contracts to fixed term employees and vice versa.

Further Information

If you require further information please contact the HR Service Centre at 8313 1111.

HR Handbook	QRG – HR Workforce Analytics Dashboard	Effective Date:	24 August 2017	Version 1.2
Authorised by	Director, Human Resources	Review Date:	15 October 2018	Page 9 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			