Human Resources Data Mart

Data Collections Error Reports and Data Validation Reports User Guide

Information Technology Services

August 2021
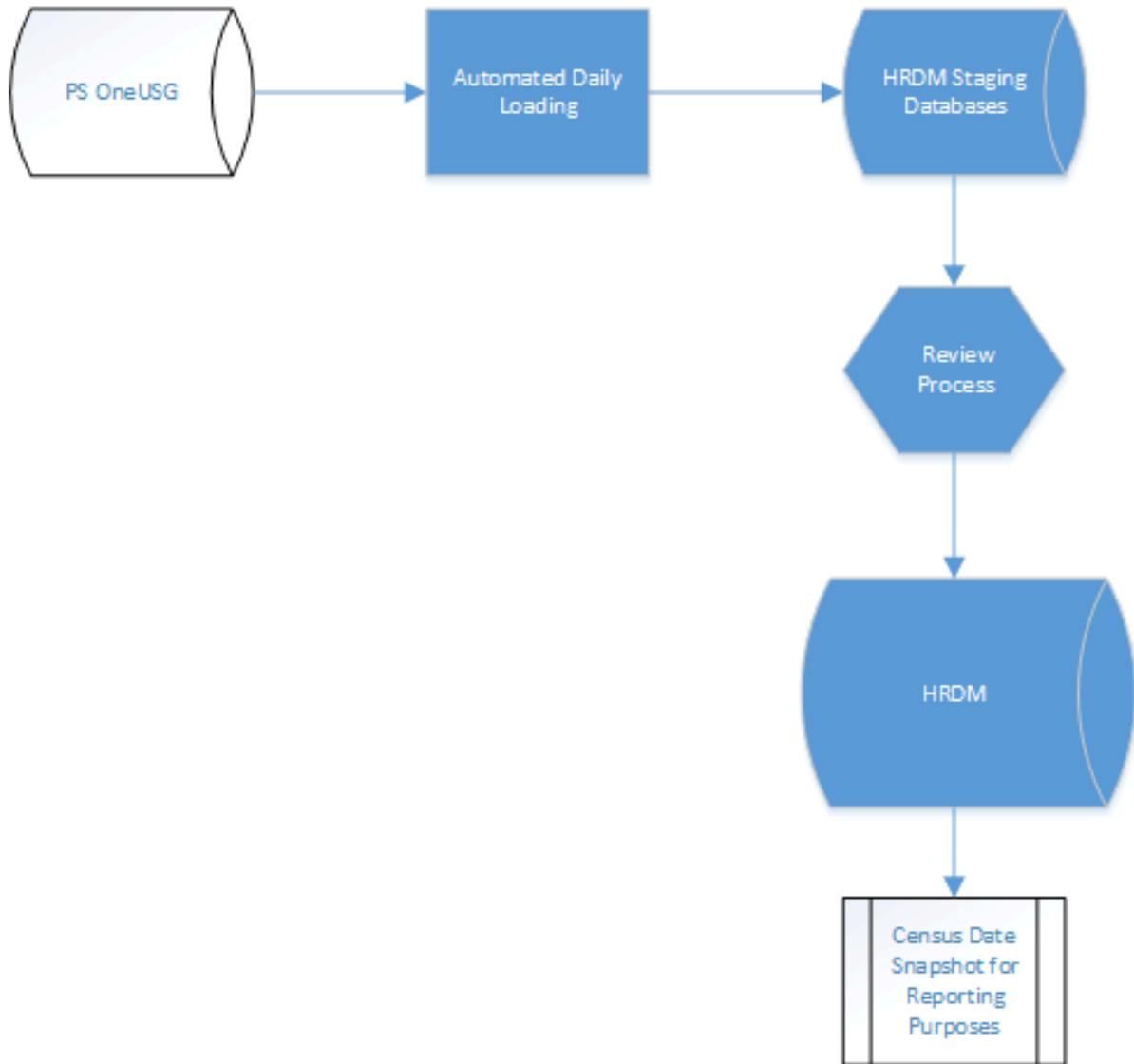
Contents

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.

```
PS OneUSG  →  Automated Daily Loading  →  HRDM Staging Databases
                                                    ↓
                                              Review Process
                                                    ↓
                                                  HRDM
                                                    ↓
                                    Census Date Snapshot for Reporting Purposes
```

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:

- http://www.usg.edu/customer_services
- 706-583-2001 or 1-888-875-3697
- Submit an ITS Help-Desk ticket to helpdesk@usg.edu (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 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
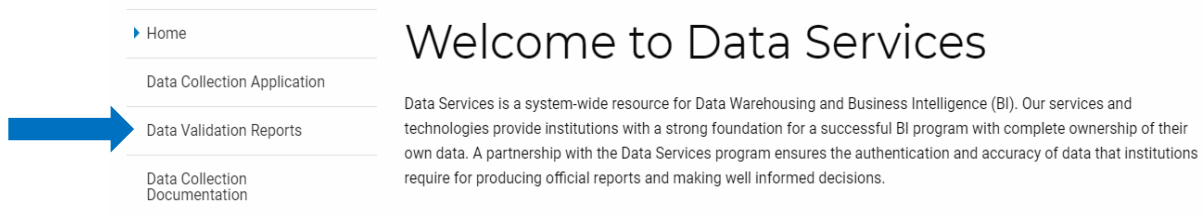
      D. View HR COGNOS Report Tab to Access Institution Data.

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:

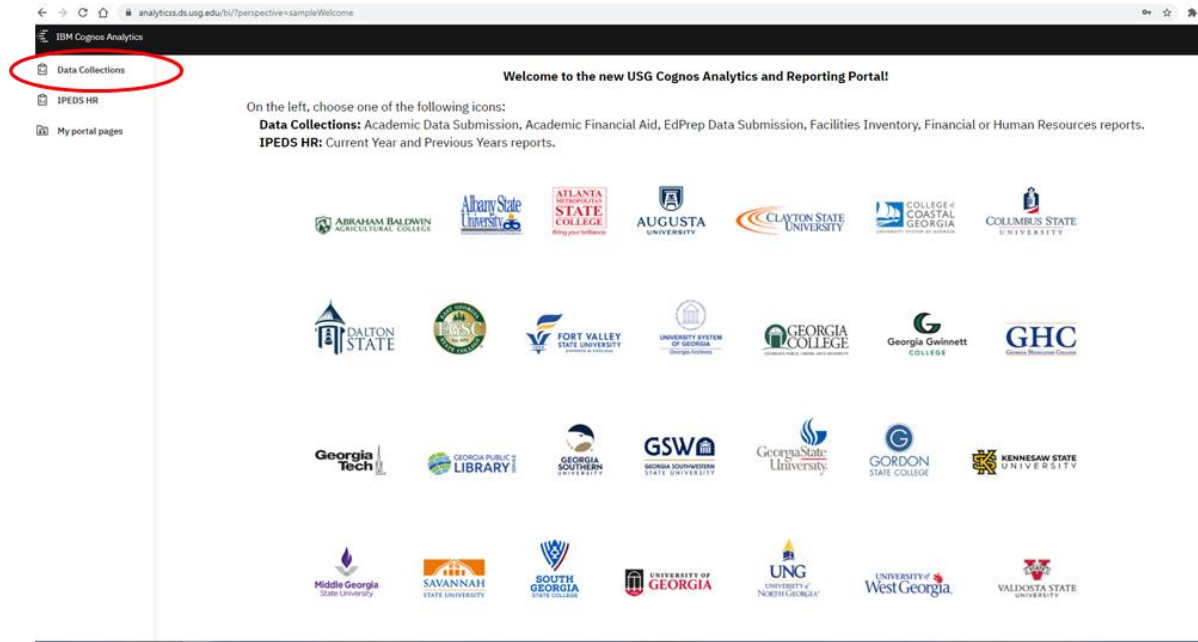1. https://analytics.ds.usg.edu/bi/
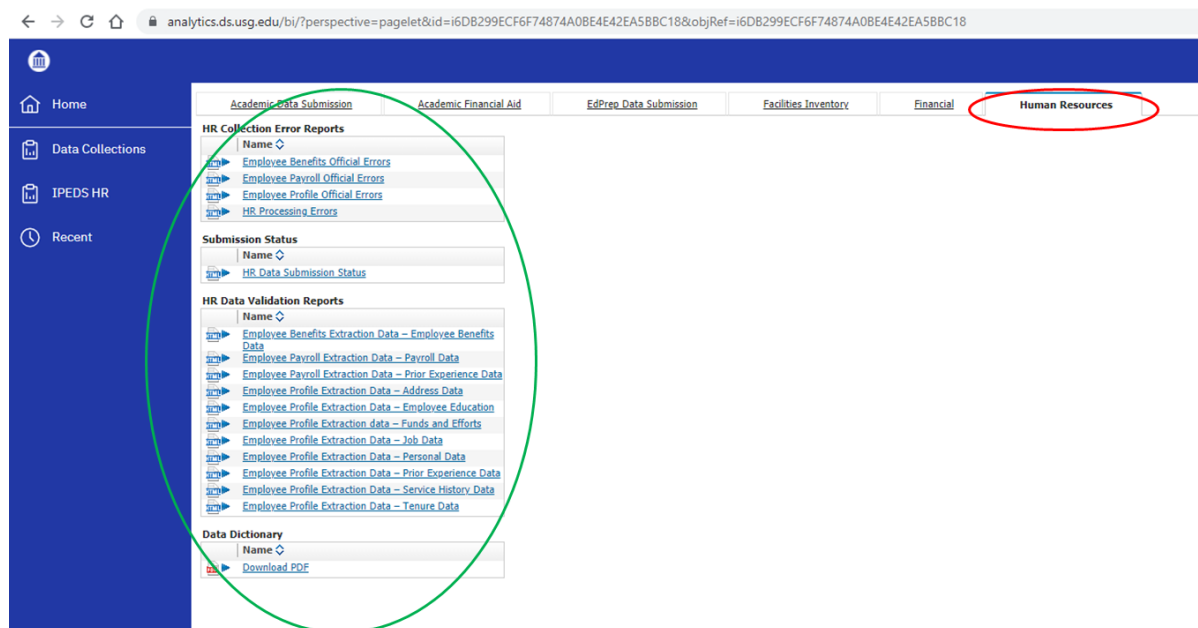2. Enter username and password.
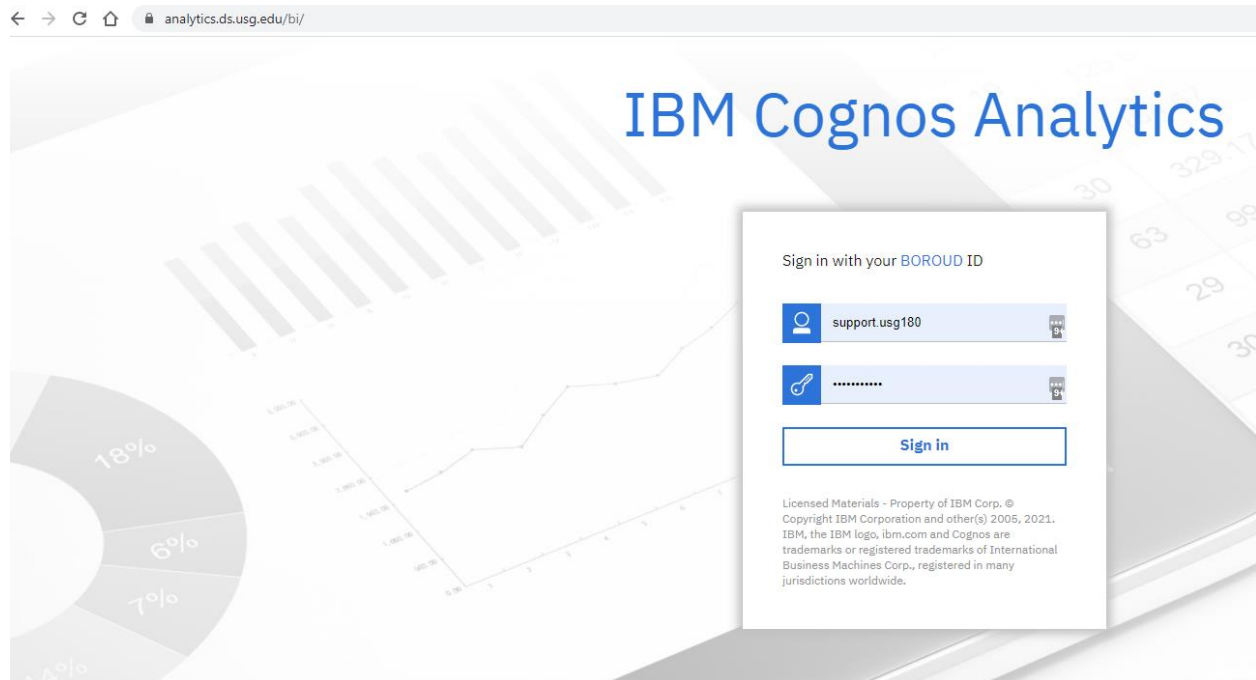
B. Navigate to the Human Resources Tab

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.
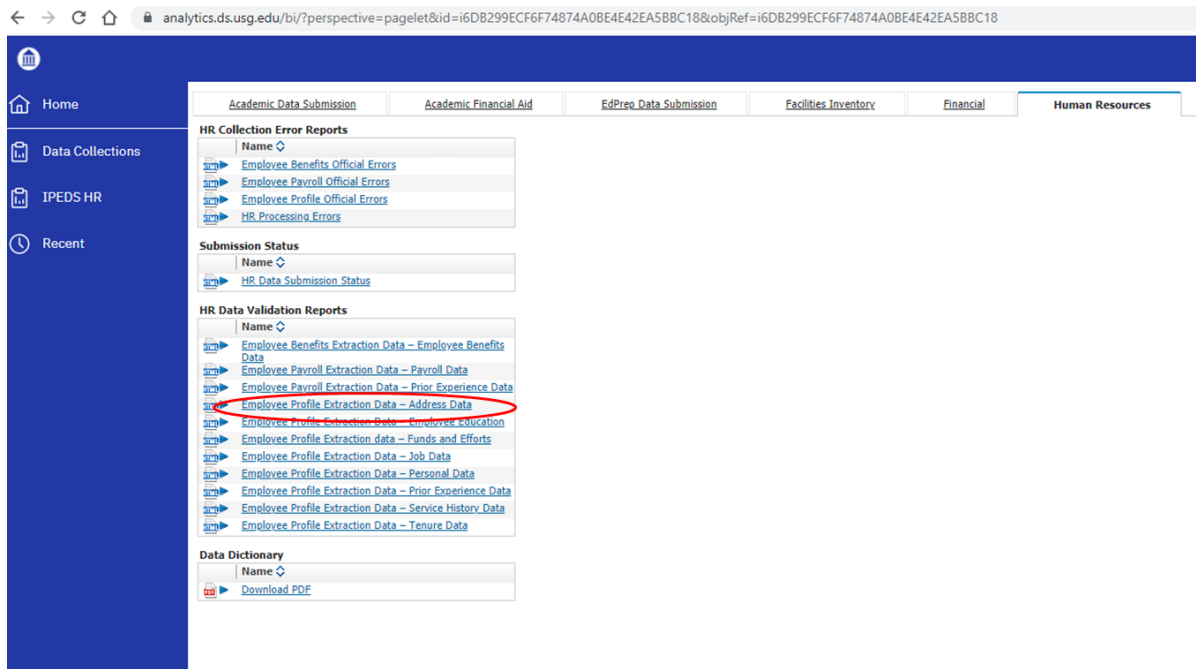
Data Collections
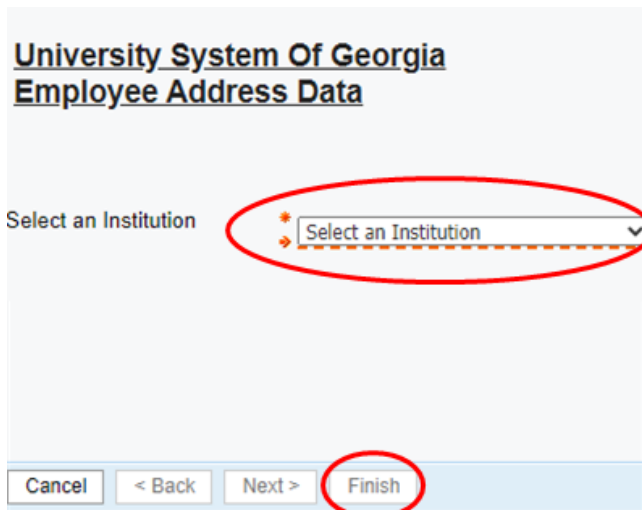

Data Collections > Human Resources

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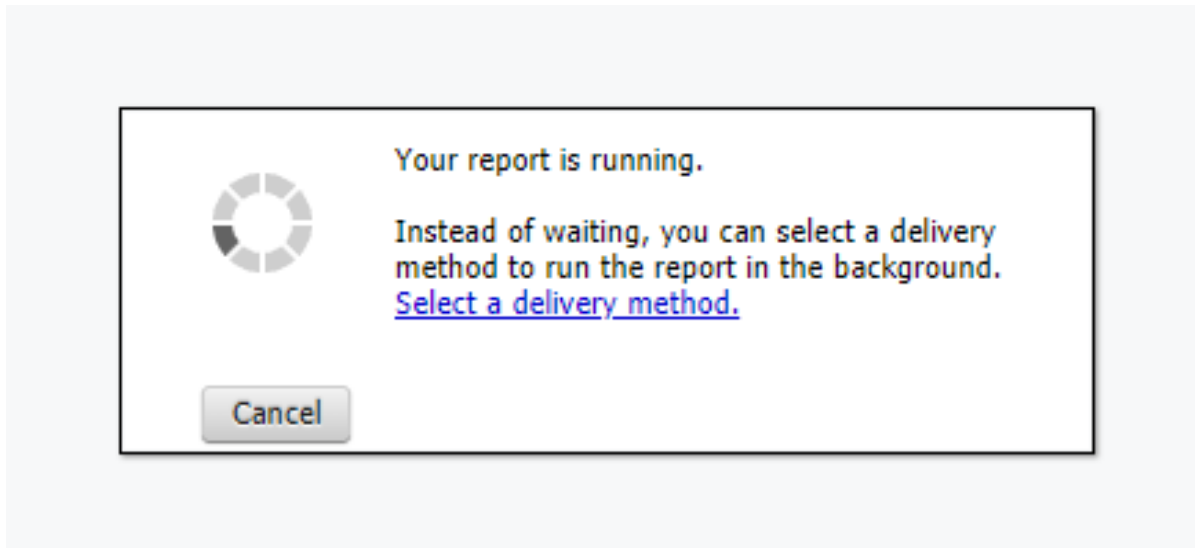
Data Collections > Human Resources>Employee Profile Extraction Data – Address Data
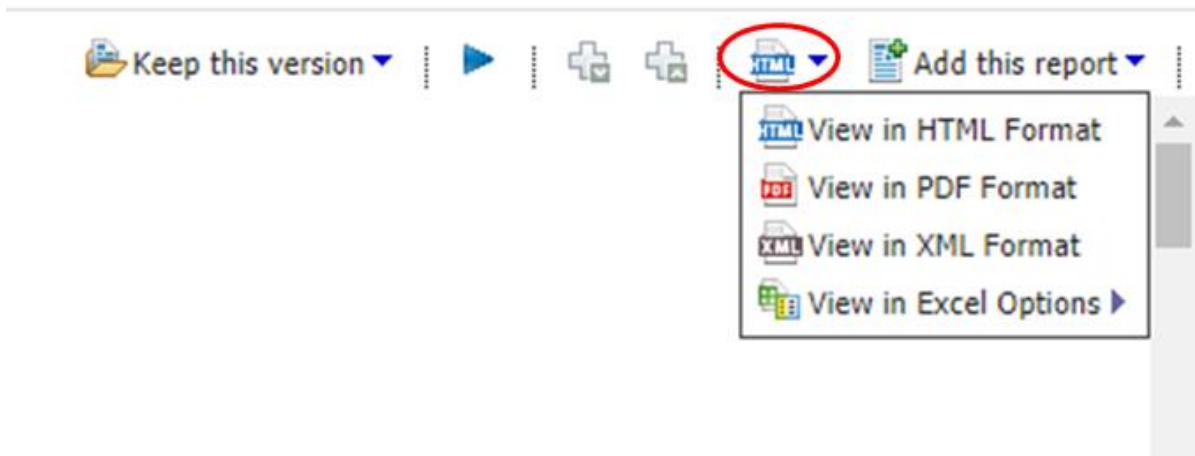

Select an Institution and then click the Finish button at the bottom.
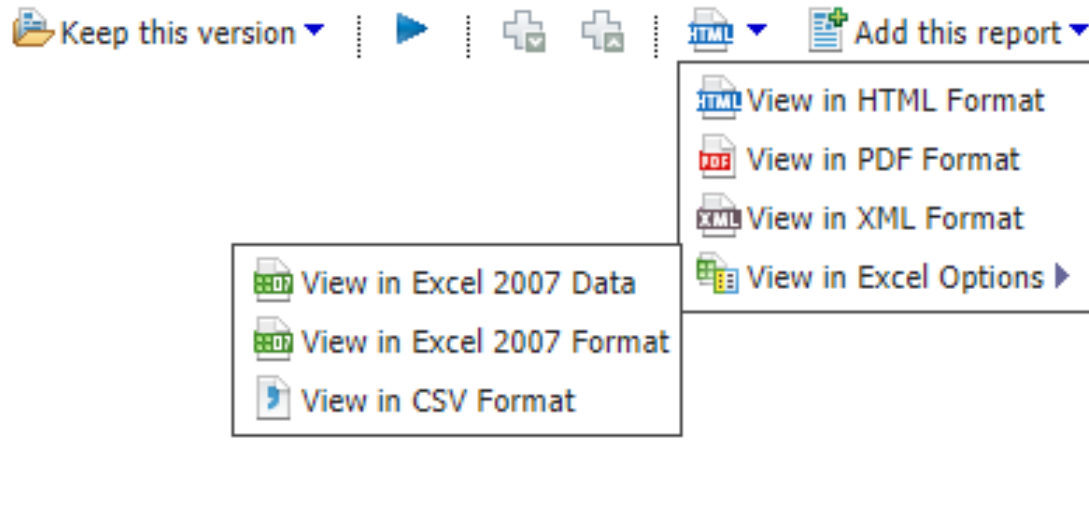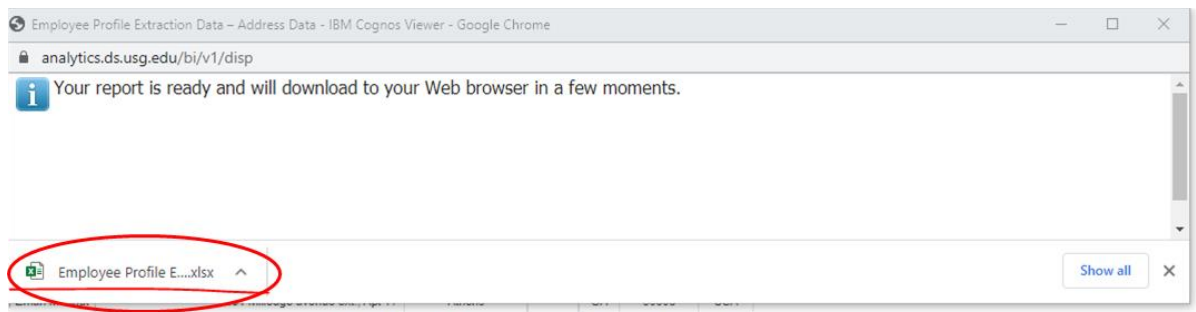
The report will run.

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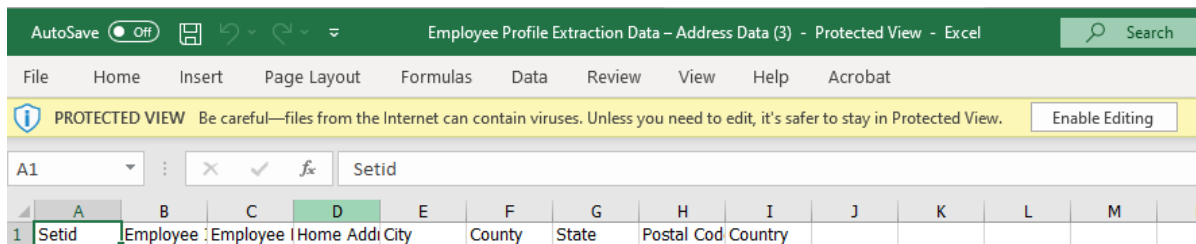
If you choose the Excel output version, the file will appear at the bottom.

Click to open the file.

Your report will open.

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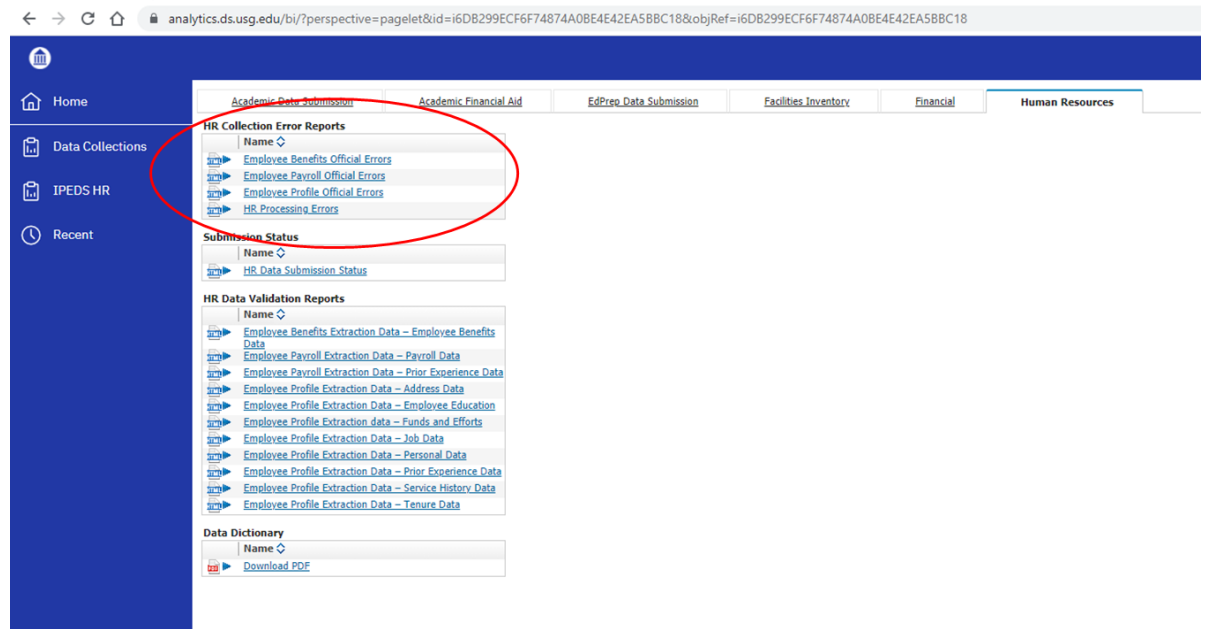
From this point, you can select a report to run. Then, follow the same series of steps shown in the screenshots of Section B (downloading the Employee Profile Extraction Data – Address Data Report).

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).

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:

1. 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.

1. 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:

1. 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, thereport 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.
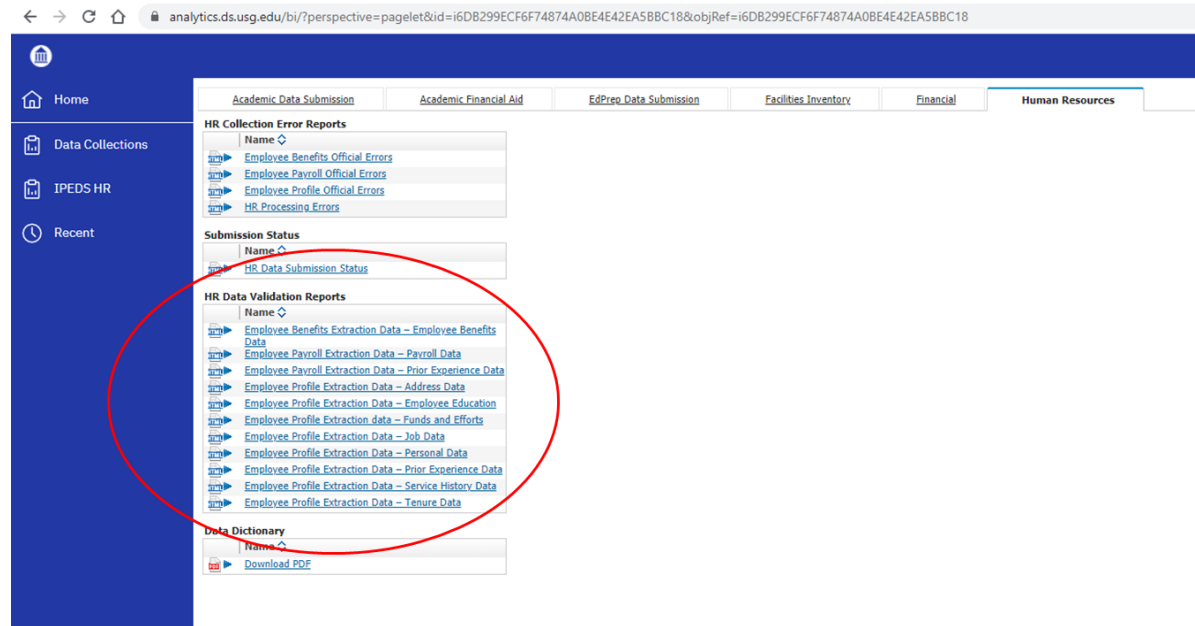
Downloading Reports

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