



# ***Business Intelligence Webinar***

## ***October 2017***

# Your Facilitators Today

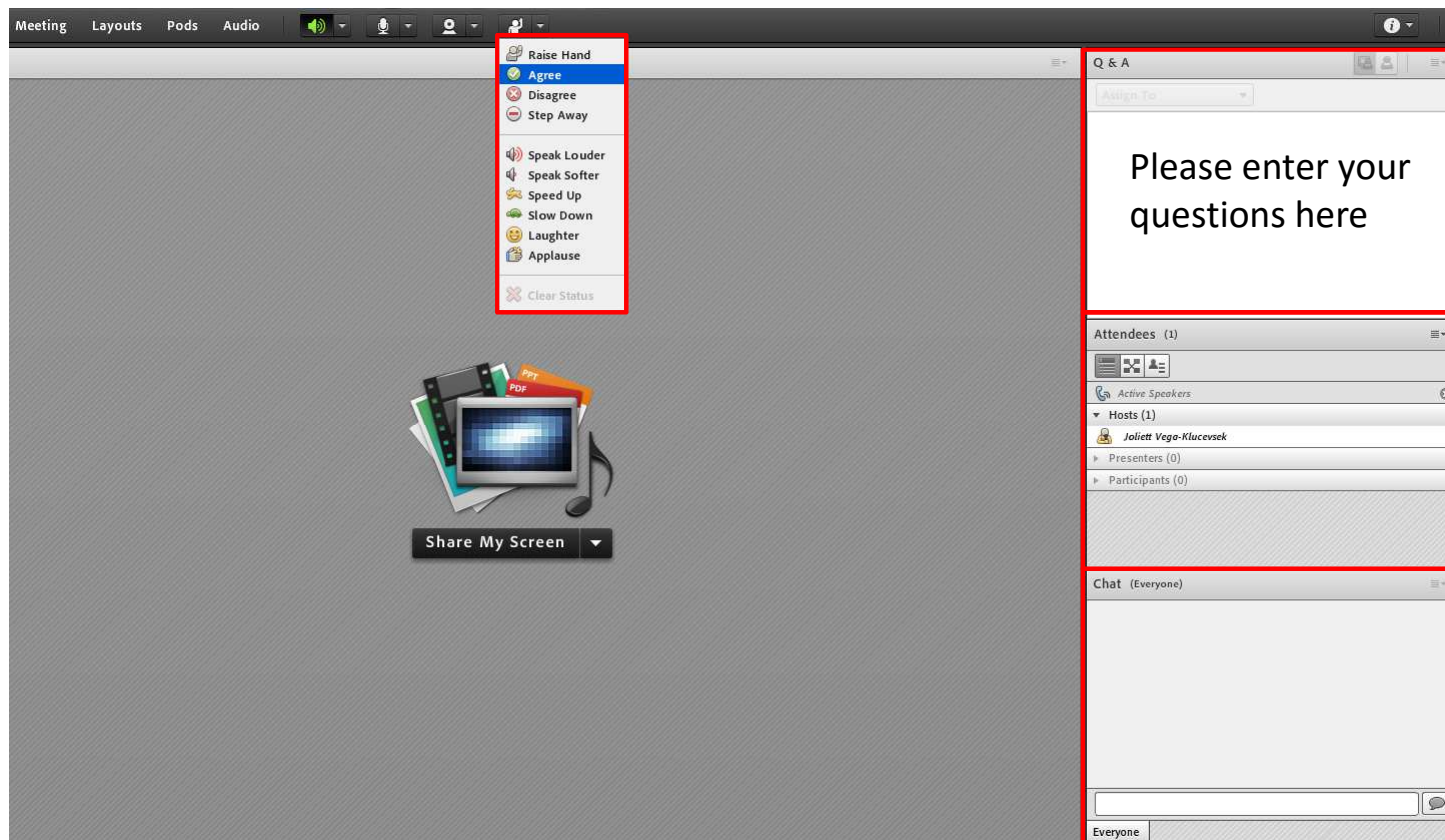


**Joliett Vega-Klucsevsek**  
Workforce Excellence Manager  
Division of Human Resources



**Carlos A. Flores**  
Assistant Vice President  
Division of Human Resources

# Adobe Connect Functionality



# Objectives

After this session you will know:

- What Business Intelligence (BI) is
- How to navigate the BI Dashboards
- How to access the HR Dashboard
- What data can be found in the HR Dashboard
- How to utilize the data in the HR Dashboard



# What is BI?



# Business Intelligence (BI)

Business Intelligence (BI) is a technology-driven process for analyzing data and presenting actionable information to help executives, managers, and other end users make informed business decisions.

## How BI Can Help FIU

- Accelerating and improving decision-making
- Optimizing internal business processes
- Increasing operational efficiency
- Driving new initiatives/goals
- Identify organizational trends
- Forecasting
- Spotting business problems

# How Can BI Help My Business Unit?

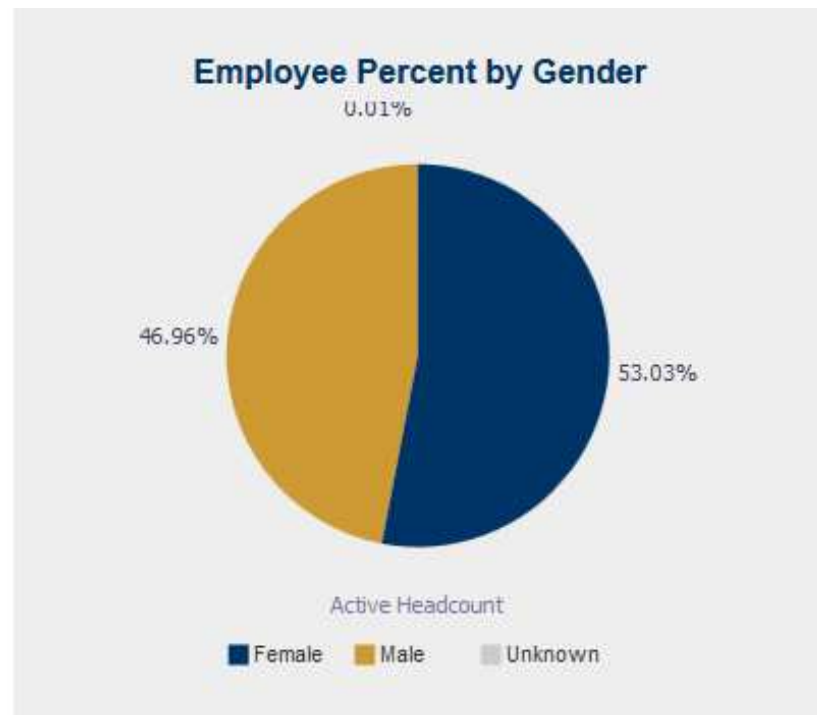
Answer HR questions relating to:

- Staffing needs (New hires, Promotions, etc.)
- Salary Increases (Promotions, Equity adjustments, etc.)
- Diversity and inclusion
- Organizational structure (number of direct reports by supervisor)
- Performance management (PEP)



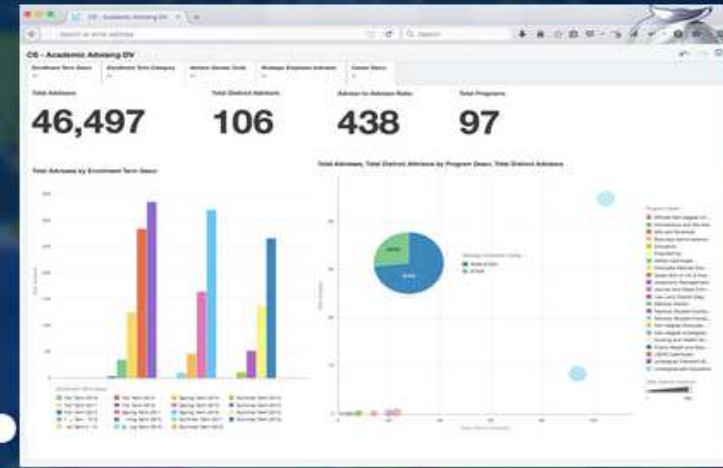
# HR Data Available on BI Today

- Headcount
- Demographic
  - Race
  - Gender
  - Education
- Retention
- Turnover



# FIU

## Business Intelligence & Analytics



## NAVIGATING BI

Understanding how the data is organized

# Dashboard Pages

- Quick Facts
  - Students
  - Employees
- Human Resources Workforce Dashboard
  - HR Workforce
  - HR Demographics
  - HR Trends



# How BI is Designed

- Data is organized based on organizational relationships
  - Example: Division of Finance and Administration ➔ Facilities Administration ➔ Facilities Operations ➔ Electrical Services
- Data drills-down in different levels and categories
  - Example: Total employee headcount ➔ headcount by employee classification

## Human Resources Workforce Dashboard

Home Catalog Dashboards ▼ Open ▼ Signed In As Joliett Vega-Kluc

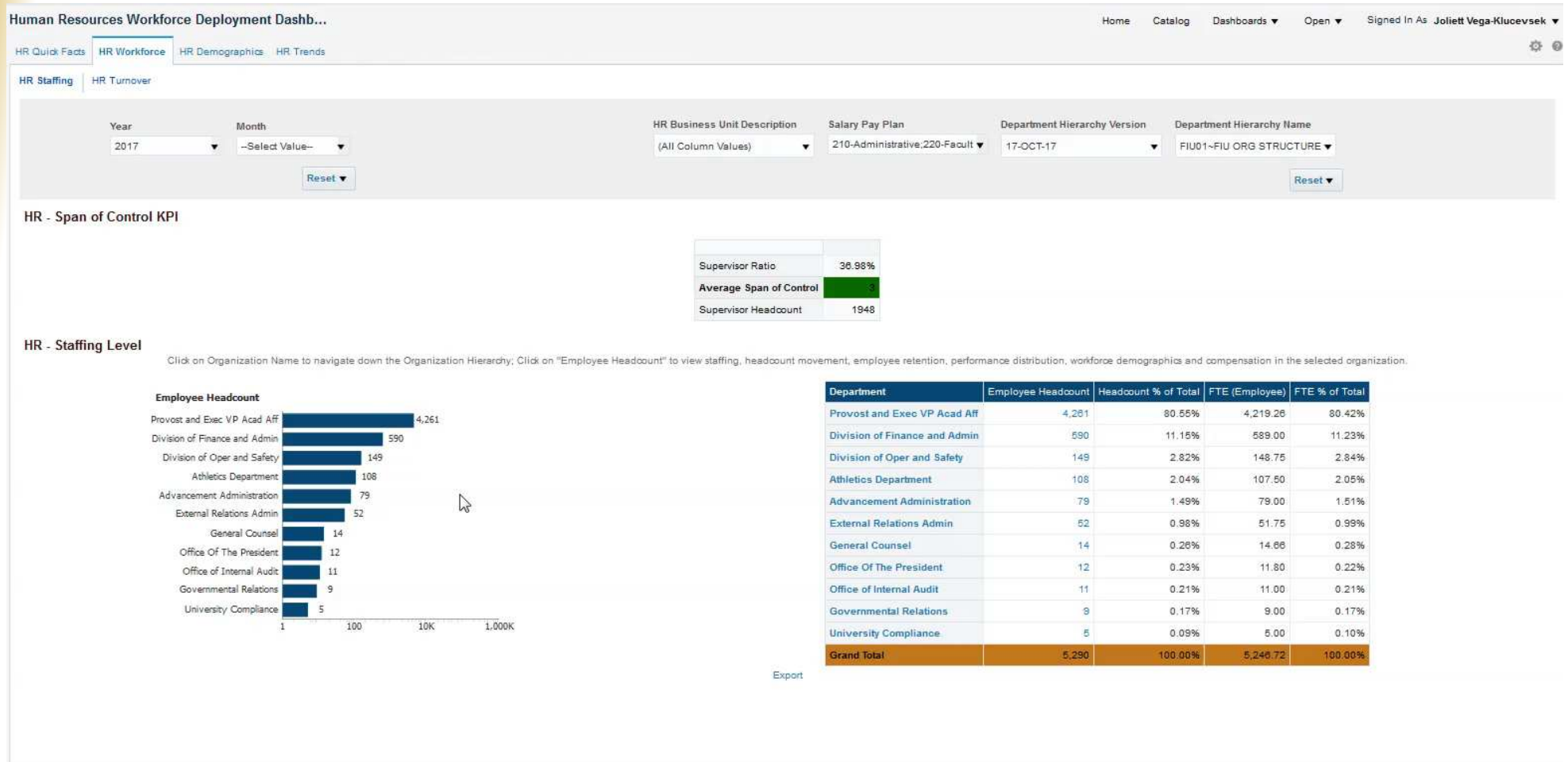
HR Quick Facts HR Workforce HR Demographics HR Trends



### Employee Information

| Total Distinct Employees | Administrative | Faculty | Staff | Temporary | Student Employees |
|--------------------------|----------------|---------|-------|-----------|-------------------|
| 10,408                   | 2,323          | 1,716   | 1,248 | 1,573     | 3,548             |

# Drilling Down the Data



# Data Organization on HR Dashboard

## Organizational Departments

| Department                    | Employee Headcount | Headcount % of Total | FTE (Employee) | FTE % of Total |
|-------------------------------|--------------------|----------------------|----------------|----------------|
| Provost and Exec VP Acad Aff  | 4,267              | 80.46%               | 4,227.54       | 80.34%         |
| Division of Finance and Admin | 592                | 11.16%               | 591.00         | 11.23%         |
| Division of Oper and Safety   | 152                | 2.87%                | 151.75         | 2.88%          |
| Athletics Department          | 107                | 2.02%                | 106.50         | 2.02%          |
| Advancement Administration    | 82                 | 1.55%                | 82.00          | 1.56%          |
| External Relations Admin      | 52                 | 0.98%                | 51.75          | 0.98%          |
| General Counsel               | 14                 | 0.26%                | 14.66          | 0.28%          |
| Office Of The President       | 12                 | 0.23%                | 11.80          | 0.22%          |
| Governmental Relations        | 10                 | 0.19%                | 10.00          | 0.19%          |
| Office of Internal Audit      | 10                 | 0.19%                | 10.00          | 0.19%          |
| University Compliance         | 5                  | 0.09%                | 5.00           | 0.10%          |
| Grand Total                   | 5,303              | 100.00%              | 5,262.00       | 100.00%        |



# Data Organization on HR Dashboard

## Dashboard Prompts

Human Resources Workforce Deployment Dashb...

Home Catalog Favorites ▾ Dashboards ▾ Open ▾ Signed

HR Quick Facts HR Workforce HR Demographics HR Trends

HR Staffing HR Turnover

Year: 2017 Month: --Select Value--

Reset ▾

HR Business Unit Description: (All Column Values)

Salary Pay Plan: 210-Administrative;220-Faculty - ▾

Department Hierarchy Version: 25-JUL-17

Department Hierarchy Name: FIU01~FIU ORG STRUCTURE

Reset ▾

052-Graduate Teaching Assistant

053-Graduate Research Assistant

061-Adjuncts

091-Student Assistants

092-College Work Study

210-Administrative

## Employee Information

Total Distinct Employees  
**10,514**

Administrative  
**2,325**

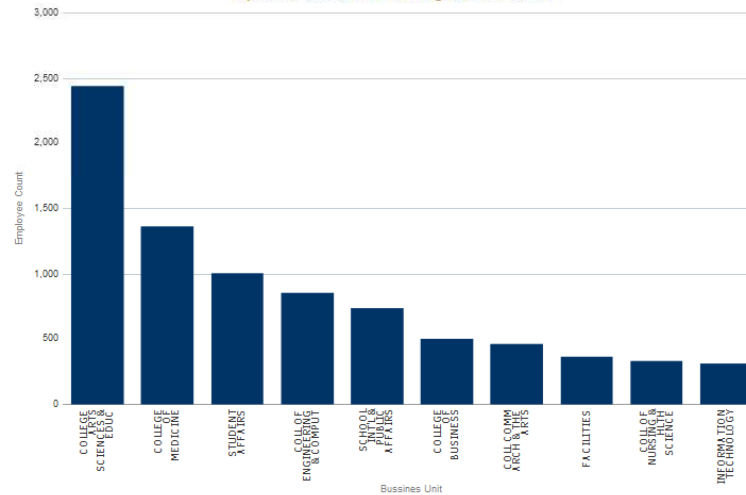
Faculty  
**1,720**

Staff  
**1,245**

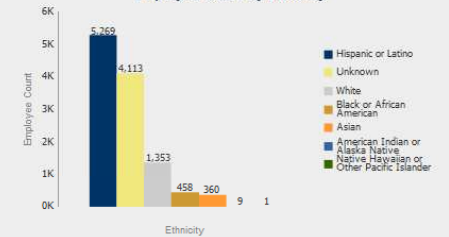
Temporary  
**1,611**

Student Employees  
**3,613**

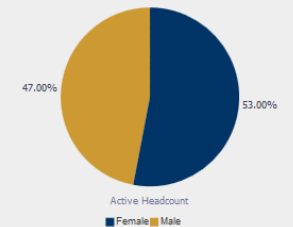
Top Ten Business Units with Highest Headcount



Employee Count by Ethnicity



Employee Percent by Gender



# QUICK FACTS

## Student and Employee Data

# Quick Facts: Students

- Student Headcount
- Enrollment by College
- Enrollment by Program Category
- Degrees Granted (Summer 2017)

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[Students](#)
[Employees](#)



FLORIDA

INTERNATIONAL

UNIVERSITY

Fall Term 2017 Student Information

| Total Applicants | Admitted Applications | Enrolled Applicants | Enrollment Headcount | Summer Term 2017 Degrees |
|------------------|-----------------------|---------------------|----------------------|--------------------------|
| 40,273           | 19,532                | 10,752              | 55,232               | 4,084                    |

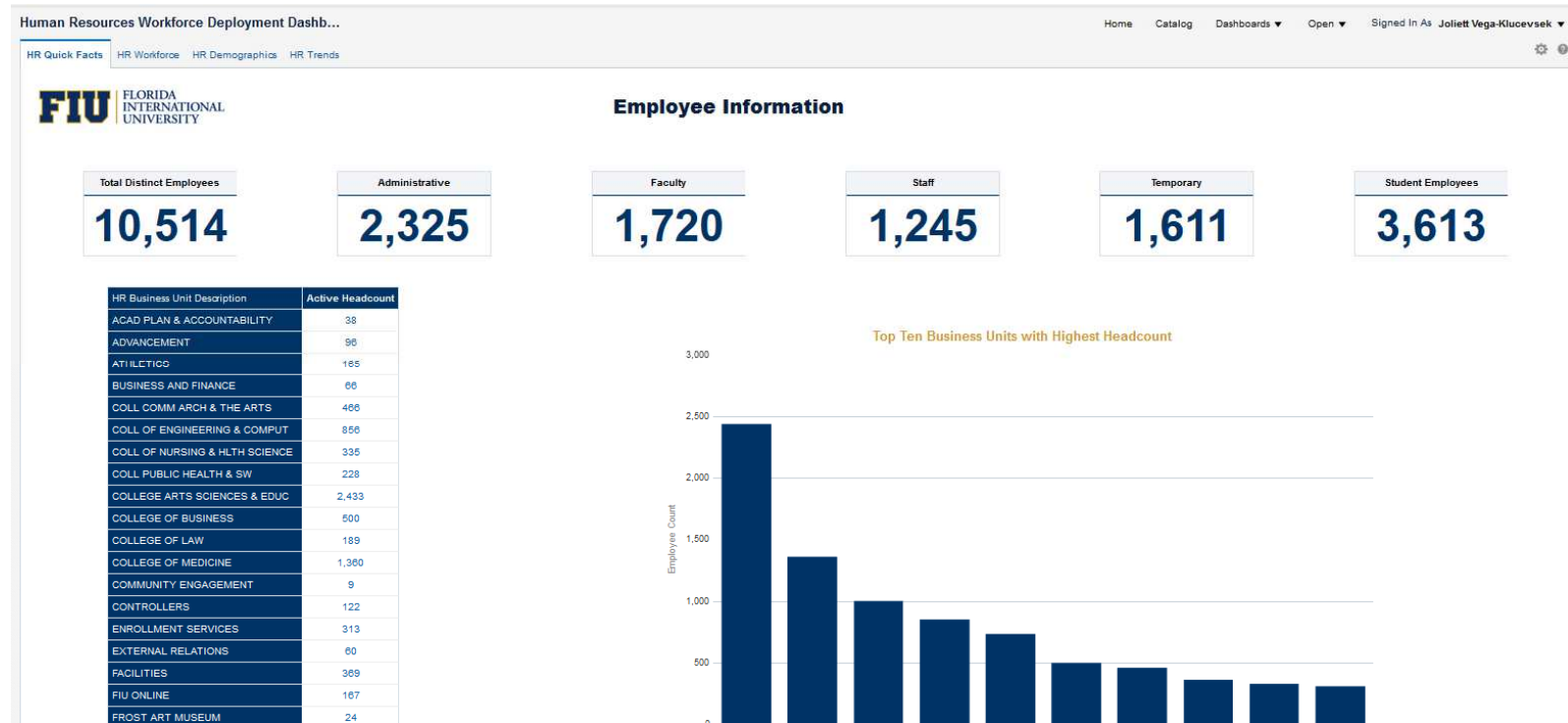
# Quick Facts: Employees

- Total Employee Headcount
- Headcount by Employee Classification
- Top Ten Business Units with Highest Headcount
- Employee Count by Ethnicity
- Employee Percent by Gender



# Quick Facts: Employee Demo



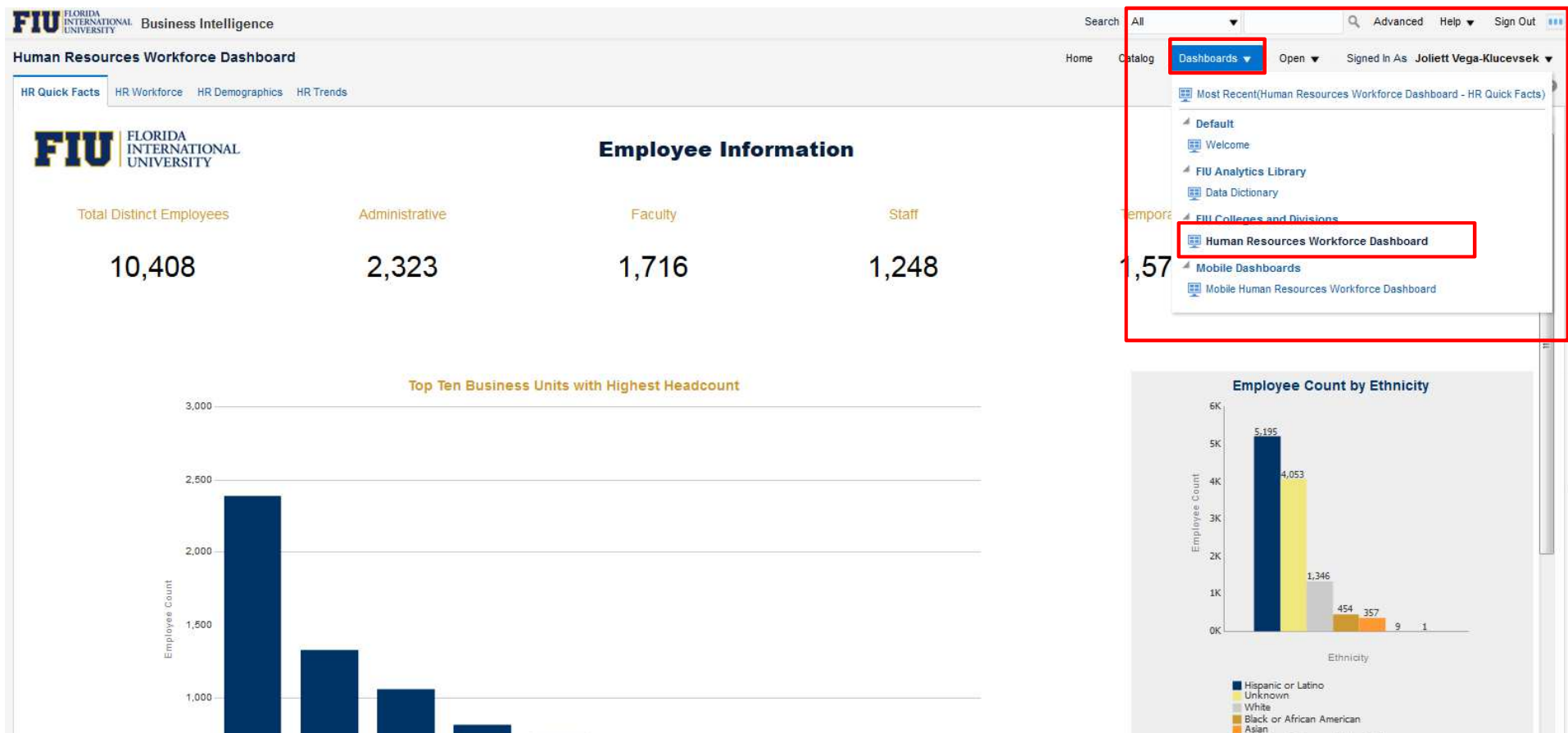


# HR WORKFORCE DASHBOARD

HR Data at your fingertips



# Getting to the HR Dashboard



# HR Dashboard Pages

- HR Workforce
  - HR Staffing
  - HR Turnover
- HR Demographics
- HR Trends

Human Resources Workforce Deployment Dashb...

HR Quick Facts | **HR Workforce** | HR Demographics | HR Trends

HR Staffing | HR Turnover

Year: 2017 ▼ Month: --Select Value-- ▼

Reset ▼

# HR Staffing Demo

Human Resources Workforce Deployment Dashbo...

HomeCatalogDashboards ▼Open ▼Signed In As Joliett Vega-Klucvsek

HR Quick FactsHR WorkforceHR DemographicsHR Trends

HR StaffingHR Turnover

Year2017Month--Select Value--

HR Business Unit Description(All Column Values)Salary Pay Plan210-Administrative;220-Faculty -Department Hierarchy Version17-OCT-17Department Hierarchy NameFIU01~FIU ORG STRUCTURE

ResetReset

HR - Span of Control KPI

|                         |        |
|-------------------------|--------|
| Supervisor Ratio        | 36.98% |
| Average Span of Control | 3      |
| Supervisor Headcount    | 1948   |

HR - Staffing Level

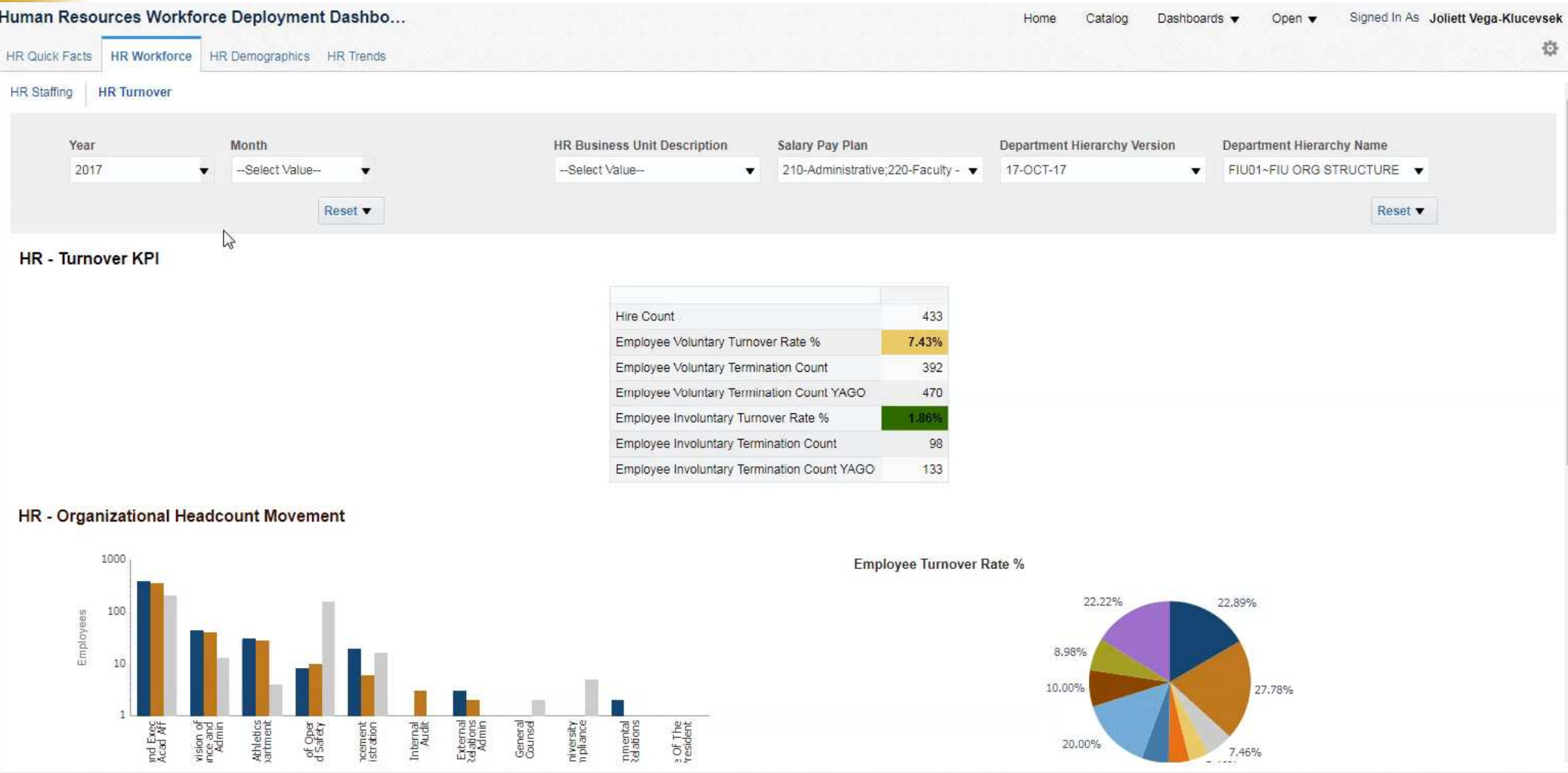
Click on Organization Name to navigate down the Organization Hierarchy; Click on "Employee Headcount" to view staffing, headcount movement, employee retention, performance distribution, workforce demographics and compensation in the selected organization.

Employee Headcount

|                               |       |
|-------------------------------|-------|
| Provost and Exec VP Acad Aff  | 4,261 |
| Division of Finance and Admin | 590   |
| Division of Oper and Safety   | 149   |
| Athletics Department          | 108   |
| Advancement Administration    | 79    |
| External Relations Admin      | 52    |
| General Counsel               | 14    |
| Office Of The President       | 12    |
| Office of Internal Audit      | 11    |

| Department                    | Employee Headcount | Headcount % of Total | FTE (Employee) | FTE % of Total |
|-------------------------------|--------------------|----------------------|----------------|----------------|
| Provost and Exec VP Acad Aff  | 4,261              | 80.55%               | 4,219.26       | 80.42%         |
| Division of Finance and Admin | 590                | 11.15%               | 589.00         | 11.23%         |
| Division of Oper and Safety   | 149                | 2.82%                | 148.75         | 2.84%          |
| Athletics Department          | 108                | 2.04%                | 107.50         | 2.05%          |
| Advancement Administration    | 79                 | 1.49%                | 79.00          | 1.51%          |
| External Relations Admin      | 52                 | 0.98%                | 51.75          | 0.99%          |
| General Counsel               | 14                 | 0.26%                | 14.66          | 0.28%          |
| Office Of The President       | 12                 | 0.23%                | 11.80          | 0.22%          |
| Office of Internal Audit      | 11                 | 0.21%                | 11.00          | 0.21%          |

# HR Turnover Demo



# Knowledge Check!



## Question 1

What is the easiest way to find the headcount for your Business Unit categorized by Employee Classification?

A.HR Staffing

B.HR Turnover

C.HR Quick Facts



## Question 1

What is the easiest way to find the headcount for your Business Unit categorized by Employee Classification?

A.HR Staffing

B.HR Turnover

C.HR Quick Facts

# Finding the Answer

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[Dashboards](#) ▼

[Open](#) ▼

Signed In As **Joliett Vega-Klucsevsek** ▼



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## Employee Information

Total Distinct Employees

**10,534**

Administrative

**2,326**

Faculty

**1,721**

Staff

**1,244**

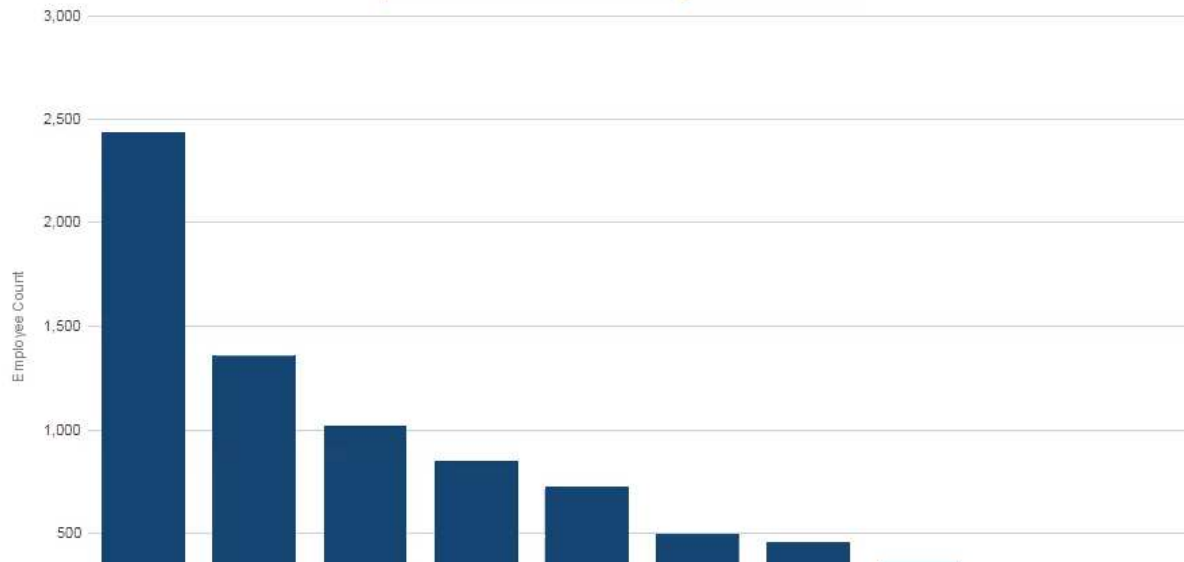
Temporary

**1,606**

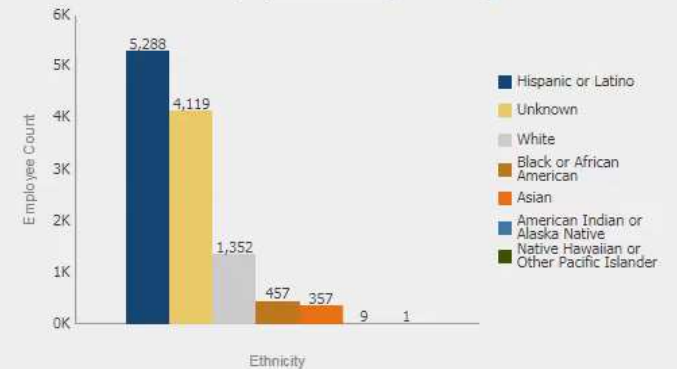
Student Employees

**3,637**

Top Ten Business Units with Highest Headcount



Employee Count by Ethnicity



Employee Percent by Gender



## Question 2

Where would you need to go in BI to find the different positions within your Business Unit, and how many employees are in each?

- A. HR Quick Facts
- B. HR Staffing
- C. HR Turnover

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Where would you need to go in BI to find the different positions within your Business Unit, and how many employees are in each?

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# Finding the Answer

## Human Resources Workforce Deployment Dashbo...

Home Catalog Dashboards ▼ Open ▼ Signed In As Joliett Vega-Klucvsek ▼

HR Quick Facts **HR Workforce** HR Demographics HR Trends

HR Staffing HR Turnover

Year: 2017 Month: --Select Value--

HR Business Unit Description: (All Column Values) Salary Pay Plan: 210-Administrative;220-Faculty - Department Hierarchy Version: 17-OCT-17 Department Hierarchy Name: FIU01~FIU ORG STRUCTURE

Reset ▼

### HR - Span of Control KPI

|                                |          |
|--------------------------------|----------|
| Supervisor Ratio               | 37.01%   |
| <b>Average Span of Control</b> | <b>3</b> |
| Supervisor Headcount           | 1950     |

### HR - Staffing Level

Click on Organization Name to navigate down the Organization Hierarchy; Click on "Employee Headcount" to view staffing, headcount movement, employee retention, performance distribution, workforce demographics and compensation in the selected organization.

#### Employee Headcount



| Department                    | Employee Headcount | Headcount % of Total | FTE (Employee) | FTE % of Total |
|-------------------------------|--------------------|----------------------|----------------|----------------|
| Provost and Exec VP Acad Aff  | 4,262              | 80.55%               | 4,220.26       | 80.42%         |
| Division of Finance and Admin | 590                | 11.15%               | 589.00         | 11.22%         |
| Division of Oper and Safety   | 149                | 2.82%                | 148.75         | 2.83%          |
| Athletics Department          | 108                | 2.04%                | 107.50         | 2.05%          |
| Advancement Administration    | 79                 | 1.49%                | 79.00          | 1.51%          |
| External Relations Admin      | 52                 | 0.98%                | 51.75          | 0.99%          |
| General Counsel               | 14                 | 0.26%                | 14.66          | 0.28%          |
| Office Of The President       | 12                 | 0.23%                | 11.80          | 0.22%          |
| Office of Internal Audit      | 11                 | 0.21%                | 11.00          | 0.21%          |
| Governmental Relations        | 9                  | 0.17%                | 9.00           | 0.17%          |
| University Compliance         | 5                  | 0.09%                | 5.00           | 0.10%          |

## Question 3

What Dashboard Prompt would you need to change in HR Turnover to get the voluntary turnover rate for Faculty?

|                         |                    |                              |                                    |                              |                           |
|-------------------------|--------------------|------------------------------|------------------------------------|------------------------------|---------------------------|
| Year                    | Month              | HR Business Unit Description | Salary Pay Plan                    | Department Hierarchy Version | Department Hierarchy Name |
| 2017 ▼                  | --Select Value-- ▼ | --Select Value-- ▼           | 210-Administrative;220-Faculty - ▼ | 17-OCT-17 ▼                  | FIU01-FIU ORG STRUCTURE ▼ |
| <a href="#">Reset ▼</a> |                    | <a href="#">Reset ▼</a>      |                                    |                              |                           |

- A. Business Unit Description
- B. Salary Pay Plan
- C. Month



## Question 3

What Dashboard Prompt would you need to change in HR Turnover to get the voluntary turnover rate for Faculty?

Year: 2017 Month: --Select Value-- HR Business Unit Description: (All Column Values) Salary Pay Plan: 210-Administrative-220-Faculty - Department Hierarchy Version: 17-OCT-17 Department Hierarchy Name: FIU01~FIU ORG STRUCTURE

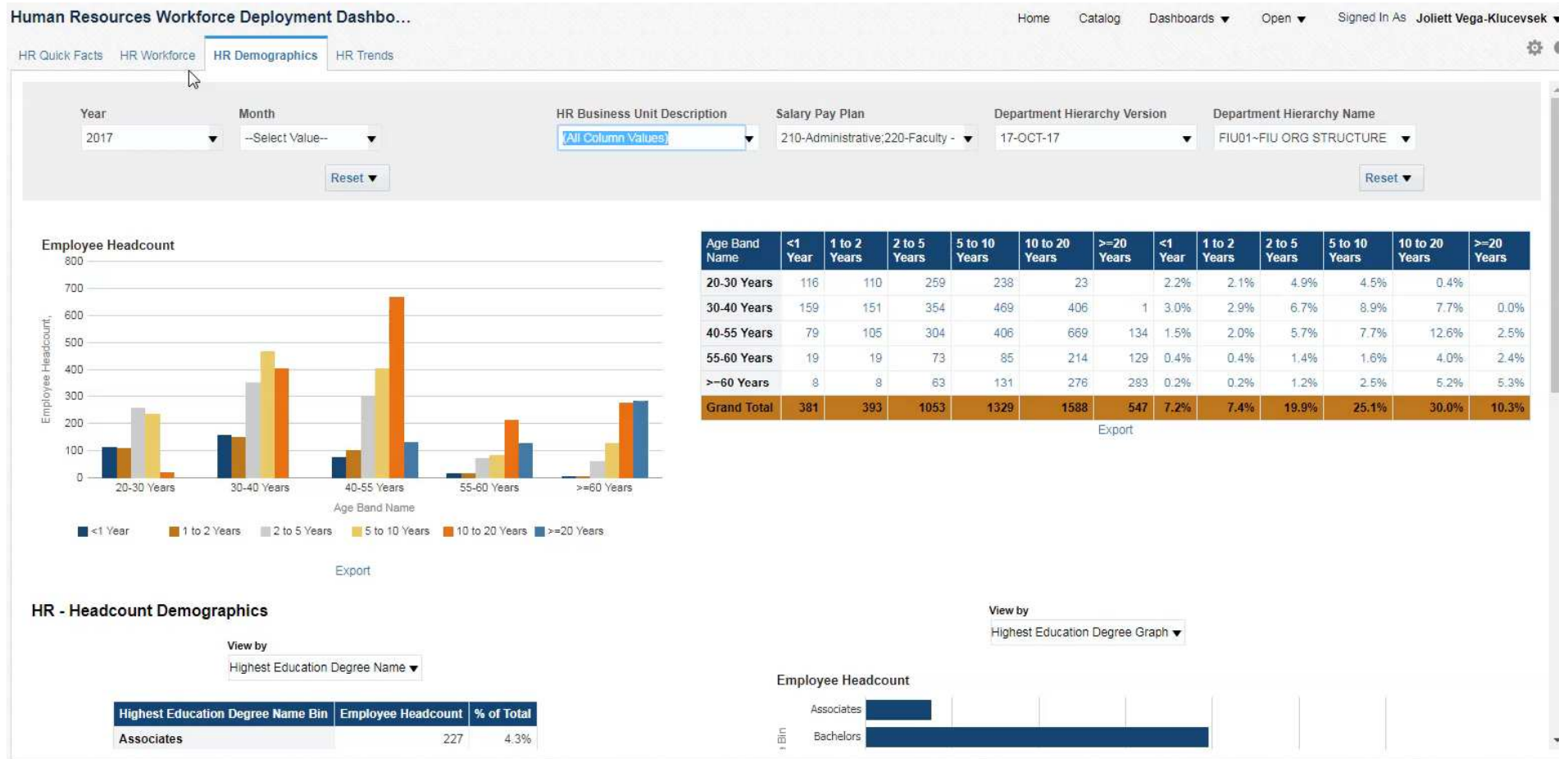
Reset

span of Control KPI

- ☒ 220-Faculty - 12 Month
- ☒ 229-Faculty - 9 Month
- ☒ 22A-Faculty - Summer A
- ☒ 22B-Faculty - Summer B
- ☒ 22M-COM Faculty - 12 Month

- A. Business Unit Description
- B. Salary Pay Plan
- C. Month

# HR Demographics Demo



# HR Trends Demo

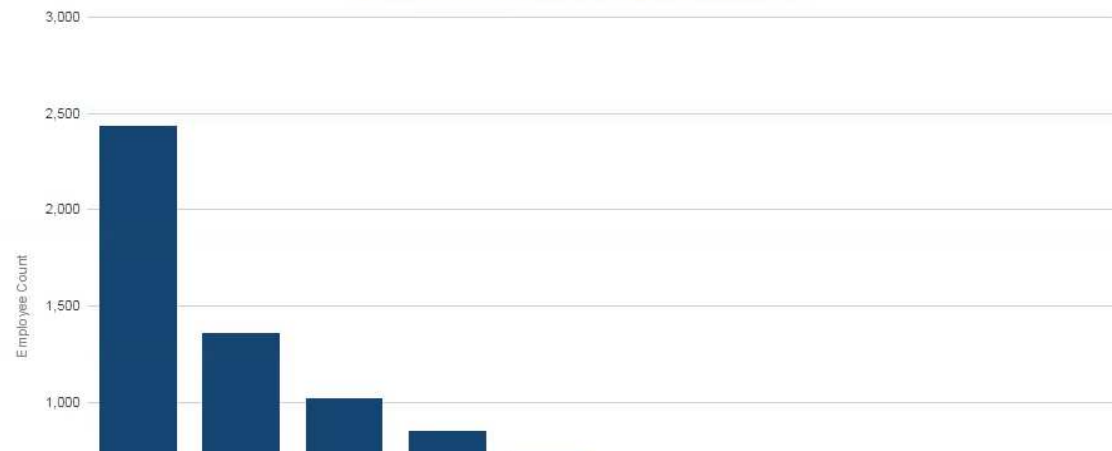


## Employee Information

| Total Distinct Employees | Administrative | Faculty | Staff | Temporary | Student Employees |
|--------------------------|----------------|---------|-------|-----------|-------------------|
| 10,534                   | 2,326          | 1,721   | 1,244 | 1,606     | 3,637             |

| HR Business Unit Description   | Active Headcount |
|--------------------------------|------------------|
| ACAD PLAN & ACCOUNTABILITY     | 38               |
| ADVANCEMENT                    | 96               |
| ATHLETICS                      | 180              |
| BUSINESS AND FINANCE           | 65               |
| COLL COMM ARCH & THE ARTS      | 464              |
| COLL OF ENGINEERING & COMPUT   | 853              |
| COLL OF NURSING & HLTH SCIENCE | 336              |
| COLL PUBLIC HEALTH & SW        | 228              |
| COLLEGE ARTS SCIENCES & EDUC   | 2,436            |
| COLLEGE OF BUSINESS            | 503              |
| COLLEGE OF LAW                 | 190              |
| COLLEGE OF MEDICINE            | 1,360            |
| COMMUNITY ENGAGEMENT           | 9                |
| CONTROLLERS                    | 122              |
| ENROLLMENT SERVICES            | 313              |
| EXTERNAL RELATIONS             | 60               |

Top Ten Business Units with Highest Headcount





#### TRENDING NOW



# BI ACCESS REQUEST AND RESOURCES

# BI Access Request

The screenshot displays the FIU My.fiu.edu portal with several service tiles:

- Announcements**:
  - Open Enrollment is Here for the 2018 Plan Year!
  - Issues accessing your PEP in My.fiu.edu
- Electronic W2 Information**:
  - [Electronic W2 Consent Form](#): Grant or withdraw consent to receive electronic W-2 and W-2c forms.
  - [View electronic W-2 Forms](#): View electronic W-2 and W-2c forms.
- ePerformance Links**:
  - [Employee - PEP Documents](#): Update or view your performance documents for the current period.
  - [Manager - PEP Documents](#): Update or view your employees' documents for the current period.
  - [View-Only - PEP Documents](#): View performance documents for employees in your organizational structure.
- Update Contact Information**:
  - FIU Phonebook
  - Update your contact information today!
  - [Click here!](#)
- Access Request**:
  - Campus Solutions**:
    - [End User Security Request](#)
    - [My Security Request Status](#)
  - Human Resources**:
    - [HR Access Request](#)
    - [Access Request Status](#)
  - Financials System**:
    - [Access Request](#)
    - [Approve Transactions](#)
  - Business Intelligence** (highlighted with a red box):
    - [BI Access Request](#)
    - [Access Request Status](#)



# Helpful Resources Available

- [Panthersoft.fiu.edu](http://Panthersoft.fiu.edu)
- [HR.fiu.edu](http://HR.fiu.edu)
- [Job aid](#)
- Recorded webinar
- [Mobile Dashboard](#)
- Questions to [HRIS@fiu.edu](mailto:HRIS@fiu.edu)

HOME PROSPECTIVE EMPLOYEES EMPLOYEES & AFFILIATES LEADERSHIP

– Business Intelligence

Through FIU Business Intelligence (BI), the Human Resources Dashboard provides:

- A quick and easy way to view both high-level information and detailed employee data in one place.
- Data related to demographics, top performers, hiring trends, and much more.
- Quick Facts Tab which provides a brief snapshot of current employee information.

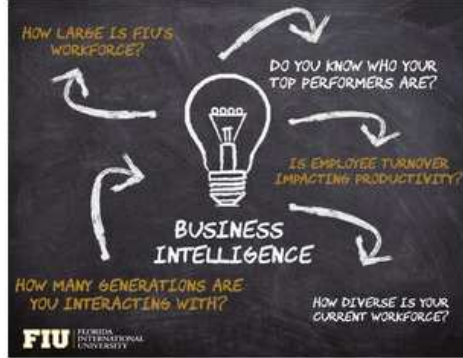
How do I obtain access?

Access to the Division of Human Resources business intelligence dashboards depends on your role within the university. Business Unit Heads, Department Managers, and HR Liaisons at the Business Unit level were automatically provided access. If you do not serve in one of these roles, you will need to complete a BI Access Request form in [MyFIU](#).

Training

- [Register for Business Intelligence – Human Resources Webinar – 10/24/2017](#)
- [PantherSoft – Guides & Tutorials](#)

A [quick reference guide](#) has also been developed to highlight key tools and functionalities. If you have any questions regarding HR Business Intelligence, please contact [hris@fiu.edu](mailto:hris@fiu.edu).



# Getting Credit for Attending Today

- Go to:  
go.fiu.edu/BI\_WebinarSurvey
- Complete BI Webinar Survey
- Include your My Accounts  
Username



The screenshot shows a Qualtrics survey form for Florida International University. The header includes the Qualtrics logo and the FIU Division of Human Resources logo. The form contains three main sections: a dropdown menu for 'Webinar Date', a text input field for 'FIU username' with a note about the format, and a large text area for 'What is one thing you learned from the BI Human Resources Webinar?'. The text area has a small '100%' indicator in the bottom right corner.

qualtrics.com

**FIU** | FLORIDA  
INTERNATIONAL  
UNIVERSITY  
Division of Human Resources

Webinar Date

In order to receive professional development credit for attending the BI Human Resources Webinar please provide your FIU username. (Your username is your FIU email address minus the "@fiu.edu" portion)

What is one thing you learned from the BI Human Resources Webinar? (Required to receive credit)

# Thank You!