

# *BI ADVISORY COMMITTEE*

**October 2021**

# BICC

## Roadmap

Mike Budzik





# Project Spotlight

## Employee Time Stars

Jennifer Helfrich

# ***EMPLOYEE TIME STARS***

**Deliverables, Benefits,  
Lessons Learned**

**Purdue Human Resources | HR Data and Analytics**

# ***KEY TAKEAWAY: New Time Stars & Time Standard Reports***

## **Available Now**

- Three new Time Stars sourced from SuccessFactors Time Off , Time Sheets, Time Valuation
- New Standard Reports Available!

## **Access Needed**

- HR Data Level 1 for HR Standard Reports and *most* fields

## **Training and Documentation**

- Field definitions, dimension information specifications), and stars (collections) in data cookbook.
- Training on new Standard Reports October 12!

# Three New Employee Time Stars

## All Three Stars Sourced from SuccessFactors EC Time

Star Name	Description
Employee Time	The employee time star contains attendance and absence entries from SuccessFactors. Absence data is stored in multiple day range.
Employee Timesheet	The Employee Time Sheet Star captures data on both weekly Time Sheets as a whole and the individuals entries that are captured in each time sheet. It includes both attendances recorded on the time sheet, and absences that have flowed into the SuccessFactors Time Sheet from the Time Off request page been broken into daily increments on the time sheet. Data stored per day. *Synthesized Rows
Time Valuation	Time valuation is the process of totaling time by <u>Time Type Code</u> and then applying business rules to assign the hours logged to the correct wage type. Valuation is the last step of the time data processing before SuccessFactors data is moved to employee Central Payroll.



# Deliverables: Time Standard Reports, Time Departmental Reports

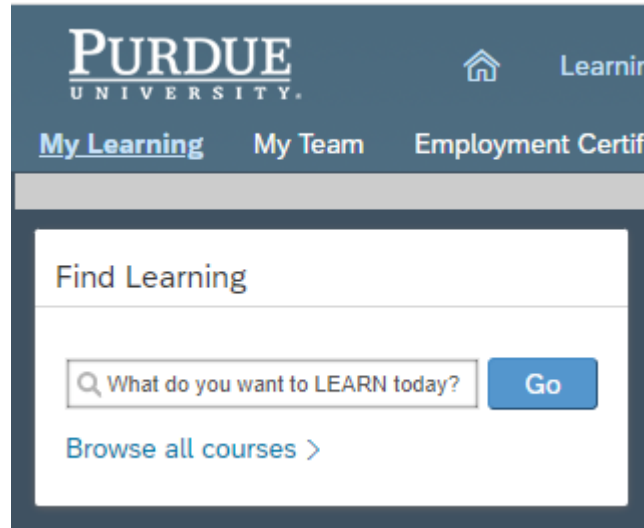
Team content > Standard Content > HR and Payroll

Report	Purpose	Cookbook Spec
Time Details Report <i>Available in Cognos Now</i>	Serves as a record of all submitted attendances and absences, regardless of approval status.	<a href="#">Link</a>
Employee Time Sheet Standard Report <i>Pilot Expected to Start in Oct/Nov</i>	Two reports will be available to show the Totals and Submission status of a given time sheet, as well as details about the individual entries within the time sheet. Absence entry records displayed on the time sheet will be brought into this data set from other data sources, the "row type" field will distinguish the data source.	Coming Soon
Business Leave Requests <i>Available in Cognos Now</i>	Record of all submitted business leave requests in SuccessFactors. The report subtotals by Personnel Number (PERNR, User ID) and Time Type Name for the selected period of time.	<a href="#">Link</a>
Leave Requests <i>Available in Cognos Now</i>	The Leave Request Report is a record of all submitted Leave Requests for every absence Time Type in SuccessFactors. Provides a detailed view of all relevant fields including information on the impacted employee appointment, absence time type, approval status.	<a href="#">Link</a>

# Want to Learn More About Time Star Standard Reports?

## Standard Report Training, October 12

Sign Up through SuccessFactor's Learning



Class

[Instructor Led HR Standard Report Training: Leave Request and Time Detail Reports](#)

COURSE 43005

**Start Date:** 10/12/2021 10:00 AM America/Indianapolis

**End Date:** 10/12/2021 11:00 AM America/Indianapolis



# *Benefits: Cognos Time and Leave Standard Reports*

## 1. INCREASED ACCESS

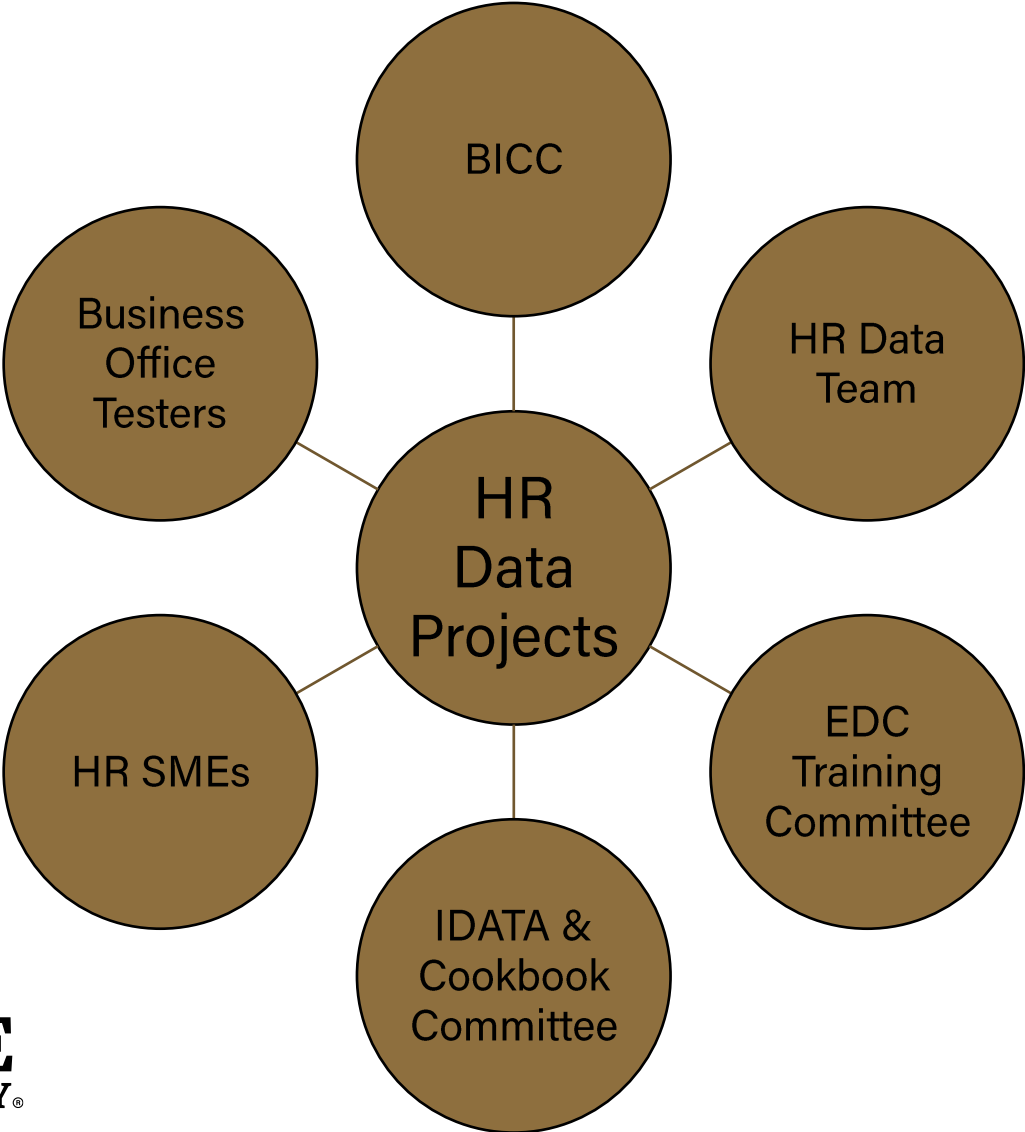
- Time and Leave Data available in a standard format to HR Data Level 1 users
- Aligned the data with the tool Purdue's business offices and payroll centers use

## 2. LAYS GROUNDWORK FOR FORCED TOOL CUTOVER

- Allows us to work toward sun setting SuccessFactors Time Details report, the most used report center report, prior to the cutover to SuccessFactors Reporting Stories, as well as other time and leaves reports

## 3. DATA MODELED FOR NEW DASHBOARD DATA SETS

# *Lesson's Learned: It Takes a Village*



# *Lessons Learned: Time Standard Reports*

1. Testing strategy phases:
  1. Test single dimensions
  2. Data dump joined dimensions, add in one dimension at a time
  3. Begin writing “reports” with functional requirements
  4. Have a vision for how you will validate once in Production, what will be different
    1. \*Timing differences, integrations
2. Allow end users to test early and often – deleted entries discovery – timing and processed in prod but not test
3. SME buy-in, meeting attendance is critical

# Tableau Dashboard

## Leaves Trends, Normalized by FTE

- Annual Patterns of Use
  - July peak for
  - December peak for FMLA
- Differences in behaviors between organizations
  - E.g. Pandemic leave reason code
  - Personal Business Day Usage
- Differences in behaviors between different employee classes

# *Leave Dashboard Expected Benefits*

- Use data to inform best policy and best practice decisions
- Identify areas with high leave utilization or underutilization
- Guide data driven conversations between HR business Partners and Unit

Leads on leave best practices

- Quantify liabilities related to quota payouts

## *Leave Dashboard – Lessons Learned*

- Use mockups to gather stronger requirements before building data set
  - Changing data set grain multi-day to single day)
  - Needing Time Type to connect between stars (join to quota balances)
  - Adding FMLA dimension



# ***THANK YOU***

Team Contact: [HROperhelp@Purdue.edu](mailto:HROperhelp@Purdue.edu)

IDA+A

# Data Cookbook Update

Sarah Bauer

# **Data Cookbook – a Component of Data Governance**

BI-Advisory Committee  
October 2021

# Resource Credit: Data (and Zen) Webinar

## ABOUT LEN

**Len Silverston** is an author, consultant, and speaker with over 35 years of experience helping organizations in both the technical and human sides of data programs. Mr. Silverston is an internationally recognized thought leader in the fields of data modeling, data governance, data management, and in the human dynamics of integrating information. He is the author of the best-selling 'The Data Model Resource Book' series (Volumes 1, 2, and 3), which provide hundreds of reusable data models and have been translated into multiple languages. Mr. Silverston has published many articles and has been a keynote speaker at many international data conferences, where he has received the highest ratings. He is the winner of many awards including the DAMA (Data Administration Management Association) International Professional Achievement Award and the DAMA International Community Award. Mr. Silverston's company, [Universal Mindful, LLC](http://www.universalmindful.com) ([www.universalmindful.com](http://www.universalmindful.com)), focuses on the cultural, political and human side of data management that is key to success in any program. He is also a fully ordained Zen priest, life coach, mediation teacher, and spiritual guide. He provides training, coaching, corporate mindfulness workshops, and retreats through his organization, '[Zen With Len](http://www.zenwithlen.com)' ([www.zenwithlen.com](http://www.zenwithlen.com)).

'Navigating Culture and Politics in Data Management - the Human Side of Data'  
webinar

*Too true – human side of data management*

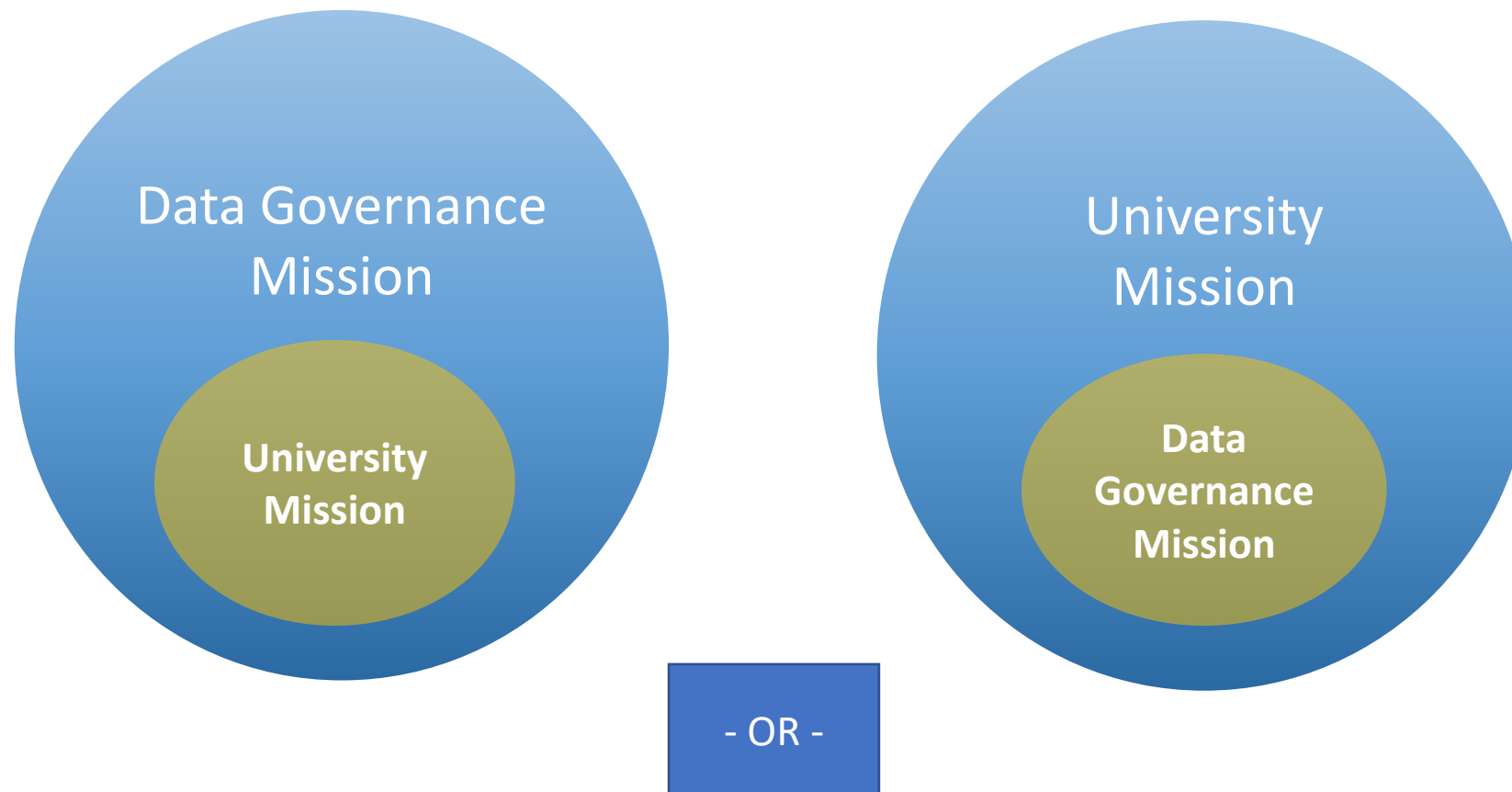
## Data “Mine”ing!



Credit: Len Silverston

'Navigating Culture and Politics in Data Management – the Human Side of Data'

# Data Governance Perspective



Credit: Revised a slide from Len Silverston

## Think of ourselves and our **teams as connected**

Continue to ask the question, "How am I connected to various people, organizations and things?"

Realize that even when we experience some separation, we are also connected to everything.

## Establish a **common vocabulary**

The need for establishing **common business glossaries** has been recognized more lately.

## Growing trend to **partner** data science with data governance to improve data quality

Data quality is not a luxury.

Decisions, priorities set using data. Need trusted data.

What could we do with perfect data?(Or not spend time chasing down bad data?)

## Art of Data Maintenance: **People Silos Cause Data Silos**

Data governance is really 'people governance'

Zen = Awareness

Awareness of:

- Our tendency for silos

- The benefits of sharing (including metadata)

If your data is important, then your metadata is important.



# Data Cookbook

Metadata Software (cloud-based)  
Administrators – IDA+A

## Enterprise Metadata Repository - Standard Content

- Definitions
- Reports/Dashboards

## ‘Standard Content’

- Cognos standard reports
- Data Digest and Management dashboards
- Definitions from enterprise systems even if no standard reports

## Access to Institutional Knowledge, Nuances

- Anyone with a Purdue career account can access, add comments
- More staff have access to data, need to understand the data
- Resource for new and current staff. Will be a resource in HR’s New Employee Experience initiative
- Links from Cognos and Tableau to Data Cookbook
- Easily accessible central location to search, compare and contrast definitions and reports/dashboards

# Data Cookbook- Functional/Sub-functional Areas

Administrative Operations >	Capital Asset Management	Instructional Activity
Admissions	Materials Management	Purdue Online
Alumni / University Develo...	Plant Maintenance	Research (GM)
BICC		Slate Graduate
Bursar		Slate Undergraduate
Ethics and Compliance (VP...		Space
Finance		Student
Financial Aid		Student Life
Graduate School		Teaching & Learning >
Human Resources (HCM)		TEST
Institutional Assessment		Transact
Institutional Research IR		Unassigned

# Functional Data 'Owners'

- Administrative Operations - Linda Berglan, Amanda Carlson
- Admissions - Steve Lipps
- BICC - Zach Yater
- Bursar - Steve Lipps
- Ethics & Compliance - Erica Downey + leadership
- Finance - Monique Rawles + leadership
- Financial Aid - Steve Lipps
- Graduate School - Don Brier + subject areas within Grad School
- Human Resources - Jennifer Helfrich
- Institutional Assessment - Anne Weiss
- Institutional Research - Molly Amstutz
- Purdue Online - Chris Martin
- Research - Julie Jang, Stephanie Willis
- Slate Graduate - JoAnne Sandifur
- Student - Steve Lipps
- Student Life - Kevin Maurer
- Teaching & Learning - subject areas, leadership within T & L
- Transact - Loribeth Hettinger

- 1,500 staff/faculty with a log-in
- 30 functional areas
- 2,700+ definitions
- 380+ report/dashboard specs



New versions of definitions/specs means they are being used, being refined

## College Perspective, Participation

Kendal Kosta-Mikel, College of Science Data Manager

Lucy Fluellen, College of Agriculture Data Manager

# Data Cookbook by the Numbers

Functional Areas	Definition Counts				Grand Total
	Drafting	Functional Area Review	Final Review	Approved	
Finance	102	1	0	1012	1115
Human Resources (HCM)	0	16	16	755	787
Research (GM)	103	0	0	196	299
Student	11	1	18	101	131
Administrative Operations	0	8	0	105	113
Slate Graduate	0	0	0	81	81
IDA+A	13	8	8	19	48
Admissions	1	10	3	25	39
Financial Aid	1	0	0	23	24
Transact	8	0	0	15	23
Alumni / University Dev.	0	0	0	18	18
Graduate School	0	1	2	12	15
VP Ethics & Compliance	0	0	2	11	13
Student Success Prog.	0	0	0	6	6
Student Life	0	0	0	5	5
Purdue Online	0	0	0	4	4
Center for Career Opportunities	0	0	0	4	4
Bursar	4	0	0	0	4
BICC	0	0	0	3	3
Space	0	0	0	2	2
Purdue University	1	0	0	1	2
Unassigned	1	0	0	0	1
Instructional Activity	0	0	0	1	1
Institutional Assessment	0	0	0	1	1
<b>Grand Total</b>	<b>245</b>	<b>45</b>	<b>49</b>	<b>2400</b>	<b>2739</b>

As of Sept 2021.  
BI Conversion in Progress

# Data Cookbook by the Numbers

Functional Areas	Specification Counts				Grand Total
	Drafting	Functional Area Review	Final Review	Approved	
Student	128	11	0	7	146
Finance	7	0	1	58	66
HR (HCM)	4	6	3	51	64
Admissions	29	0	0	4	33
Institutional Research	11	0	1	14	26
Research (GM)	0	0	0	24	24
Administrative Operations	5	1	5	1	12
Bursar	11	0	0	0	11
Graduate School	2	4	1	0	7
<b>Grand Total</b>	<b>197</b>	<b>22</b>	<b>11</b>	<b>159</b>	<b>389</b>

As of Sept 2021.  
BI Conversion in  
Progress

# **Boiler Insight Metadata Conversion**

Conversion from Cognos Metadata  
to Data Cookbook



Ongoing project to convert Cognos metadata to Data Cookbook. BICC no longer supporting metadata.

Project – IDA+A and functional areas

- Administrative Operations
- FI
- HR
- SPS

Several thousand definitions

Several hundred standard content reports

Documentation

Timeline and Communication

- Administrative Operations - Linda Berglan
- BICC - Zach Yater, Kelsie Newberry
- Ethics & Compliance - Erica Downey
- Finance - Monique Rawles
- Human Resources - Jennifer Helfrich
- IDA+A - Sarah Bauer, Aylin Celtik
- Research - Julie Jang
- Subject matter experts from each area
- Academic Colleges
  - Lucy Fluellen
  - Kendal Kosta-Mikel

Compare across functional areas (Banner, SAP, others)

- Naming conventions
- Cross-reference definitions and reports



Ongoing maintenance, new release support

Determine priorities for implementation of additional functionality

- Brightspace
- Center for Instructional Excellence (CIE)
- Transact
- New Stars (BICC)
  - HR
  - Administrative Operations

**data**  **cookbook.**

**Create an Account (Purdue career account)**

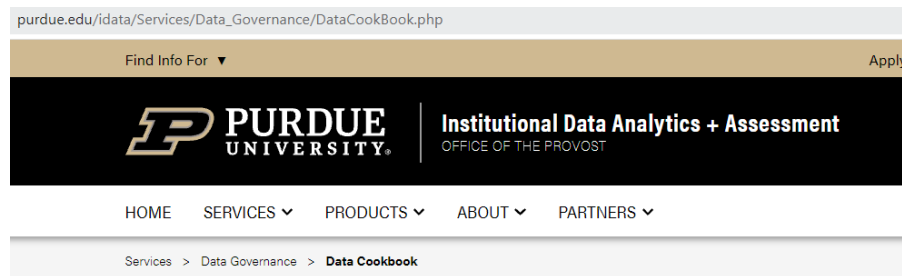
<https://purdue.datacookbook.com>

Or Google 'Purdue Data Cookbook'



Or find link and 'Getting Started' document on IDA+A website

[https://www.purdue.edu/idata/Services/Data\\_Governance/DataCookBook.php](https://www.purdue.edu/idata/Services/Data_Governance/DataCookBook.php)



## Data Cookbook



### Training Documents

[Getting Started with Data Cookbook](#)

[Creators of Definitions - Standards](#)

[Creators of Specifications - Standards](#)

[Short Version for the Definition Approvers](#)

[Short Version for the Specification Approvers](#)

Thank you

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Institutional Data Governance Program Manager

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# Purdue Data Group

Jordan Gooch



## **New organization, new mission**

- Focused on building a community of data professionals at Purdue across all areas and tools
- Providing a place to ask and answer those technical questions, bounce around ideas, and connect on our Teams site
- Specific to Purdue and our data sources and practices
- Weekly\* open forums for presentations and Q&A on technical topics and data

## Coordinator Contacts

### Cognos

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### Grants

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### General Business

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# Purdue Global Update

Ethan Durda

## **KEY STATUS**

- Testing in full swing:
  - Application and work-flow
  - APL Gross Calculations for Adjunct Faculty
  - Gross/net calculations
- Go-Live Plan in Development
- Future state under design and consideration

**Week Beginning**

	4-Oct	11-Oct	18-Oct	25-Oct	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov	6-Dec	13-Dec	20-Dec	27-Dec	3-Jan	10-Jan	17-Jan	
<b>Testing</b>	UAT				Dev			QA									
	Interfaces			Mock													
<b>Milestones</b>								Go / No-Go			Prod Config Complete		Start Time Entry in ADP	Interfaces Turned On/Off	First Payroll		
<b>Change Management/Cut-Over</b>											Boiler Key Registration(?)	IDM Load(?)					
										Communication to Create Boiler Key							
											Training for Time Entry						

## **RISKS AND CONCERNS**

- Exposing different ways of doing things...and thinking
- Data impacts to the current environment
  - Look at your reports!
  - Starting in January two new company codes
- Other changes (including student data) no plan or timetable at this time

# Data Community Check-In

Kendal Kosta-Mikel

## Professional Development

1. How has the last 2 years changed your perspective on technology?
2. What is something new you have learned about the Purdue data environment?
3. How has your job changed?
4. Tips for working from home or working in a deserted campus?

## Networking

1. Where do you wish you were spending your time?
2. If you brought your child to a “take your kid to work day”, what would you show them? What would you tell them about your job?
3. What is rocking your world right now?



***THANK YOU***