How do I access BI launch pad HR Employee Data reports?

HR Employee Data reports are Business Objects reports and are available through BI launch pad. You can find BI launch pad login links at the following websites:

1. BI4
2. E-Business
3. HR System Links

Steps:

1. BI launch pad uses Vanderbilt’s system. Enter your VUNetID and ePassword.

2. The default landing page for all users will be the Documents tab with Corporate expanded showing all BI launch pad categories to which you have access. Click on the plus sign in front of the Human Resources category to see the sub categories.

Note: Make sure that the authentication is set to Windows AD.

Note: If you land on the Home tab, simply click on the Documents tab and navigate.
How do I navigate the Documents tab?

1. Select ‘Employee Data’ from the category list.

2. Once you have selected a subfolder, the list of available documents within that subfolder will appear in the Documents window.

Note: BI launch pad uses the term ‘Documents’ when referring to the list below. Once a Document is generated, individual tabs within the Document are referred to as ‘Reports.’ Use this terminology when navigating, saving, or printing from BI launch pad.
How do I run HR Employee Data Documents?

Documents have unique prompts that must be entered to run each specific Document. As an example, below are the steps to run the Daily Headcount Detail Document. The Daily Headcount Detail Document provides the detail of the most current information for active employees at the time the snapshot was taken.

Steps:

1. Select ‘HR Employee Data’ from the Human Resources Corporate Category in BI launch pad.

2. Scroll down the alphabetical list of Documents and double click ‘Daily Headcount Detail’ to run the Document.
3. To display the Prompts when the Document opens, Click either:

(a) Click ‘Advanced’ at the top left corner of the ‘User Prompt Input’ box;

or

(b) Click on the ‘Refresh’ icon at the bottom right corner of the screen.

All prompts must have a green check mark indicating a value has been selected, or the prompt is optional. The first prompt on the ‘Daily Headcount Detail’ Document is required. You are required to enter a value on for the “Data Through Date”.
4. Click ‘Enter Department ID’ to highlight it, and then enter the department numbers for which you want to run the Document. Since this an optional criteria you may leave it blank to run it for all departments in your purview.

5. Click ‘Enter values for Job Code’ to highlight it, and then enter the job codes for which you want to run the Document. Since this an optional criteria you may leave it blank to run it for all job codes in your purview.

6. Click ‘Enter Emplid(s)’ and enter the employee ID(s) you want to report on. Since this an optional criteria you may leave it blank to run it for all employee IDs in your purview.

Once all prompts have a green check mark ✔️, you may run the Document (see Step 7).

7. Click ‘Run’ 🌡️ or ‘OK’ ✅ when ready to run the Document.
How do I work with a Document once generated?

Once a document has been generated and displayed in the right panel based on the selection criteria, BI launch pad provides many functions for working with the Document.

Steps:
1. When the Document is displayed, a series of buttons on the top and bottom of the Document are available for performing various functions.

2. Buttons from both menus are described below:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Print" /></td>
<td><strong>Print</strong>: exports the resulting file to a PDF for printing.</td>
</tr>
<tr>
<td><img src="image" alt="Find" /></td>
<td><strong>Find</strong>: use to search data within the resulting Document to find a specific item.</td>
</tr>
<tr>
<td><img src="image" alt="Export" /></td>
<td><strong>Export</strong>: export as a PDF, Excel, or CSV format to computer.</td>
</tr>
<tr>
<td><img src="image" alt="Undo/Redo" /></td>
<td><strong>Undo/Redo</strong>: allows you to undo or redo the last action performed.</td>
</tr>
<tr>
<td><img src="image" alt="Quick Display Mode/Page Mode" /></td>
<td><strong>Quick Display Mode/Page Mode</strong>: Quick Display Mode displays in full page mode while Page Mode displays in a print view.</td>
</tr>
</tbody>
</table>
3. The **Navigation Map** displays the available tabs and section breaks of the Document making it easy to navigate between each section by simply clicking the desired section.

<table>
<thead>
<tr>
<th>Zoom</th>
<th>zoom defaults to 100% and may be altered as desired.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refresh</td>
<td>Brings up the user input boxes in order to generate a new Document; also enables the user to refresh a list of values within the prompt window. The Refresh in the lower right shows the amount of time since the report was last refreshed. BI launch pad will time out after 20 minutes of inactivity.</td>
</tr>
</tbody>
</table>
4. The icon displays the **User Prompt Input** menu which may be used in lieu of bringing up an additional prompt box for defining values to run the Document.
How do I use Input Controls?

Input Controls enable you to save time by customizing the displayed Document to meet your needs without re-running the Document from the database. They are specific to the tab (Report) of the Document in which they are created.

1. **Input Controls** allow you to quickly display only desired criteria on the Document based on the dynamic selection criteria boxes that are checked or unchecked. Please note, Input Controls are not part of every report.

2. Entering desired department(s) will quickly display only the desired department information without having to re-run the Document.
How can I work with multiple Documents at the same time?

The **Documents** tab may be used to open multiple Documents in BI launch pad simultaneously. Each open Document will reside on its own tab at the top of the application.

**Steps:**
1. With any Document still open, click on the **Documents** tab.
2. Open and run an additional Document from the existing menu, or navigate to a different universe in the **Categories** menu.
3. Once open, both Documents can be accessed using the tabs at the top of the application.
How do I use hyperlinks within a Document?

Some Documents will include Hyperlinks to other Documents within BI launch pad. Hyperlinks are displayed by blue text which when clicked, open and generate additional Documents.

How do I Pin and Unpin Documents?

You may save time by pinning your frequently used Documents to your BI launch pad view. Once pinned, the Document tab will be available whenever you open BI launch pad enabling you to quickly enter prompts and run the Document.

1. Click the Pin icon to pin the Document to your BI launch pad view.
2. Clicking the Pin icon again will unpin the Document from your default view.

How do I export and save Documents?

You may export and save Documents or reports in multiple formats including Excel, CSV and PDF.

1. Click the Export icon, hover over ‘Export Document As,’ and click on the desired format for exporting the Document.
2. Save the Document in the desired file location on your computer.

**Note:** Choose **Export Document As** to export the entire Document including all reports (tabs) and formatting. Choose **Export Current Report As** to export just the current report with all formatting. Choose **Export Data to CSV** to export all the query data with no formatting.
# Report Definitions

<table>
<thead>
<tr>
<th>Universe</th>
<th>Report Name</th>
<th>Description</th>
<th>Output</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| HR Employee Data  | Benefits Eligible   | Benefits Eligible employees.                                               | Employee Name and ID number  
Department name and number  
The month in which the time-off hours were reported  
The day of the month in which the time-off hours were taken  
The type of time-off taken  
The number of time-off hours reported by day  
The preferred approver for the time-off report  
The approver who actually approved the report | Employee Name (R)  
Pay End Date (Start) (R)  
Pay End Date (End) (R)  
Department Number (R)  
Employee ID (O)  
Preferred Approver Name (O) |
| HR Employee Data  | Daily Headcount Detail | Provides the detail of the most current information for active employees at the time of snapshot and is snapshot daily. | Employee Name  
Employee ID / Employee Record Number  
Position Number  
FTE Hours  
Employee Status  
Employee Classification  
Regular / Temporary  
Job Code  
Job Family  
Job Function  
FLSA Status | Department Number (R)  
Pay End Date (Start) (R)  
Pay End Date (End) (R)  
Preferred Approver Name (O)  
Employee Name (R) |
| HR Employee Data  | Daily Headcount Summary | Provides a summary of the most current information for active employees at the time of snapshot and is snapshot daily. | Department ID  
Department Name  
Headcount  
FTE | Department Number (R)  
Pay End Date (Start) (R)  
Pay End Date (End) (R) |
| HR Employee Data  | Department Tree Rollup | Provides the department roll-up structure based on Privilege Management SUMTO home departments and low level home departments. Includes the HD Manager / Supervisor and HR Consultant roles. | Department ID  
Department Name  
Department Type  
Home Department Manager Name  
Home Department Manager ID  
Segment (level 7) Name  
Segment (level 7) Description  
Segment (level 7) Manager Name  
Segment (level 7) Manager ID  
Operations (level 6) Name  
Operations (level 6) Description  
Operations (level 6) Manager Name  
Operations (level 6) Manager ID  
Business Unit (level 5) Name | Department Number (R)  
Pay End Date (Start) (R)  
Pay End Date (End) (R) |
<table>
<thead>
<tr>
<th>HR Employee Data</th>
<th>Departmental Turnover</th>
<th>Allows a user to run headcount and turnover numbers by department. Filterable by Fiscal Period, Org, Division, Department, Job Code, and Employee Class.</th>
<th>Begin Headcount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>End Headcount</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Average Headcount</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Termination Count</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Turnover Rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Department Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Department Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Home Department Manage Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Department Type</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Beginning Fiscal Period (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ending Fiscal Period (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Organization (Level 3) (O)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Division (Level 4) (O)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Business Unit (Level 5) (O)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Department Number (O)</td>
</tr>
</tbody>
</table>
| HR Employee Data | Employee Compensation Report | Provides employee Compensation details and is snapshot daily. | Employee ID / Employee Record Number  
Name  
Job Code  
Job Title  
Compensation Rate Code  
Earnings Code  
Compensation Rate  
Compensation Frequency | Department Number (O)  
Employee ID(s) (O) |
|---|---|---|---|---|
| HR Employee Data | Employee Current Distribution | Provides employee current earnings distributions. | Employee Name  
Employee ID / Employee Record Number  
Center  
Center Name  
Job Code  
Distribution Percentage | Employee ID (O)  
Department Number(O) |
| HR Employee Data | Employee Detail | There are three tabs to this report. Employee Address, Birthday and Service Date Listing, Emergency Contact, Tabular view | Employee ID  
First Name  
Middle Name  
Last Name  
Suffix  
Job Code  
Job Title  
Address 1  
Address 2  
City  
State  
Zip Code  
County  
Country  
Email Address  
Emergency Contact Name  
Relationship to Employee  
Emergency Contact Primary Phone  
Emergency Contact Address  
Emergency Contact Address 2  
Emergency Contact City  
Emergency Contact State  
Emergency Contact Postal Code | Department Number(O)  
Employee Class (O) |
<table>
<thead>
<tr>
<th>HR Employee Data</th>
<th>Employee Distribution</th>
<th>Provides current employee earnings distributions.</th>
<th>Name Employee ID / Employee Record Number Center Center Name Job Code Distribution Percentage</th>
<th>Employee ID (O) Department Number (O)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Employee Data</td>
<td>Employee Transactions</td>
<td>Provides hire, rehire, transfer and termination data by fiscal year.</td>
<td>Hire Count Rehire Count Transfer Count Termination Count</td>
<td>Fiscal Year(R)</td>
</tr>
<tr>
<td>HR Employee Data</td>
<td>Hire and Rehire Report</td>
<td>Provides employee hire and rehire transaction details and is snapshot daily.</td>
<td>Department Number</td>
<td>Department Name</td>
</tr>
</tbody>
</table>
### BI launch pad – HR Employee Data

#### Job Code Listing
- **Provides Job Code detail.**
  - **Job Code**
  - **Job Code Description**
  - **Officer Code**
  - **Employee Classification**
  - **FLSA Status**
  - **Regular / Temporary Indicator**
  - **Direct / Indirect Patient Care Indicator**
  - **Express Job Code Indicator**
  - **Compensation Review Required Indicator**
  - **General Ledger Account**
  - **Salary Grade**
  - **Hourly Minimum Rate**
  - **Annual Minimum Rate**
  - **Hourly Midpoint Rate**
  - **Annual Midpoint Rate**
  - **Hourly Maximum Rate**
  - **Annual Maximum Rate**
  - **Job Family**

#### Leave Accrual Report
- **Provides employee leave balances.**
  - **Employee Name**
  - **Employee ID**
  - **PTO Leave Balance**
  - **Grandfathered Sick Leave Balance**

#### Monthly Headcount Detail
- **Provides detail information for active employees for both the beginning of the month and the end of the month. The process copies records from specific days of the daily headcount detail snapshots and runs the morning of the 5th business day of each month.**
  - **Employee Name**
  - **Employee ID**
  - **Position Number**
  - **FTE**
  - **Standard Hours**
  - **Pay Group**
  - **Employee Status**
  - **Employee Classification**
  - **Regular / Temporary Indicator**
  - **Job Family**
  - **Job Function**
  - **FLSA Status**
  - **Employee Count**
  - **Entity (level 2) Description**
  - **Organization (level 3) Description**

---

**Department Number (R)**

**Transaction Year and Month (R)**

**Department Number (O)**

**Employee ID(s) (O)**
| HR Employee Data | Monthly Headcount Summary | Provides summary information for active employees for both the beginning of the month and the end of the month. The process copies records from specific days of the daily headcount detail snapshots and runs the morning of the 5th business day of each month. | Department Number
Department Name
End Headcount
Vanderbilt (level 1) Name
Entity (level 2) Description
Organization (level 3) Description | Transaction Year and Month (R) |
|---|---|---|---|---|
| HR Employee Data | PAF Turnaround | Provides the PAF Turnaround for employee(s). | Employee Job Data | As of Date (R)
Employee ID(s) (O)
Department Number (O)
Job Code (O) |
| HR Employee Data | Position Report | Provides Position Data | Job Code
Job Title
Position Number
Incumbent / Vacant Indicator
Incumbent Employee ID
Position FTE
Standard Hours
Incumbent FTE
Incumbent Name
Incumbent Record Number
Position Effective Date
Position Effective Status
Full / Part Time Indicator
Regular / Temporary Indicator
Position Headcount
Position Maximum Headcount
Position Reports to Name
Position Reports to Position Number | Position Effective Date (R)
Department Number (R) |
| HR Employee Data | Termination Report | Provides employee termination details and is snapshot daily. | Department Number
Department Name
Home Department Manager Name
Department Type
Employee Name
Employee ID / Employee Record Number
Job Code
Job Title
FTE
Job Effective Date
Hire Date | Transaction Year and Month (R) |
<p>| Service Date | Termination Date | Years of Service | Action Reason Description | Action | Termination Category | Action Date | Segment (level 7) Name | Segment (level 7) Description | Segment (level 7) Manager Name | Operations (level 6) Name | Operations (level 6) Description | Operations (level 6) Manager Name | Business Unit (level 5) Name | Business Unit (level 5) Description | Business Unit (level 5) Manager Name | Division (level 4) Name | Division (level 4) Description | Division (level 4) Manager Name | Organization (level 3) Name | Organization (level 3) Description | Organization (level 3) Manager Name | Entity (level 2) Name | Entity (level 2) Description | Entity (level 2) Manager Name | Vanderbilt (level 1) Name | Vanderbilt (level 1) Description | Vanderbilt (level 1) Manager Name |
| HR Employee Data | Transfer Report | Provides employee transfer details and is snapshot daily. | Department Number | Department Name | Home Department Manager Name | Department Type | Employee Name | Employee ID / Employee Record Number | Job Code | Job Title | FTE | Job Effective Date | Action Reason Description | Action Date | Home Department Consultant Name | Segment (level 7) Name | Segment (level 7) Description | Segment (level 7) Manager Name | Operations (level 6) Name | Operations (level 6) Description | Operations (level 6) Manager Name | Business Unit (level 5) Name | Business Unit (level 5) Description | Business Unit (level 5) Manager Name | Division (level 4) Name | Division (level 4) Description | Division (level 4) Manager Name | Organization (level 3) Name | Organization (level 3) Description | Organization (level 3) Manager Name | Entity (level 2) Name | Entity (level 2) Description | Entity (level 2) Manager Name | Vanderbilt (level 1) Name | Vanderbilt (level 1) Description | Vanderbilt (level 1) Manager Name | Previous Department Number | Previous Department Name | Previous Job Code | Previous Job Title | Previous Job Effective Date | Previous Action Reason | Previous Action Date | Previous Home Department Consultant Name | Previous Segment (level 7) Name | Transaction Year and Month (R) |</p>
<table>
<thead>
<tr>
<th>HR Employee Data</th>
<th>VMG Fringe Salary Code</th>
<th>Provides VMG Salary codes for VMG employees</th>
<th>Employee ID</th>
<th>Employee Record</th>
<th>Employee Name</th>
<th>VU Fringe Group Code</th>
<th>VU Fringe Salary Range</th>
<th>VU Fringe Salary Range Description</th>
<th>Department Number (R)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Previous Segment (level 7) Description</td>
<td>Previous Segment (level 7) Manager Name</td>
<td>Previous Operations (level 6) Name</td>
<td>Previous Operations (level 6) Description</td>
<td>Previous Operations (level 6) Manager Name</td>
<td>Previous Business Unit (level 5) Name</td>
<td>Previous Business Unit (level 5) Description</td>
<td>Previous Business Unit (level 5) Manager Name</td>
</tr>
</tbody>
</table>
How can I request a new Document in BI launch pad?

New Documents may be requested if existing standard Documents and Input Controls are unable to provide the data needed. The documents and information necessary to request new Documents are located on the Business Objects website for the GL Universe at https://finance.vanderbilt.edu/fis/apps/business-objects.php.

Steps:

1. First determine the appropriate Contact for your new Document based on the GL Universe Report Contacts spreadsheet found on this website.

2. Next complete and email the BI4 GL Report Request Form to the appropriate contact to request your new Document.

* Follow the same sequence of steps if requesting modifications to an existing Document in BI launch pad.

Useful Links and Support
BI launch pad Quick Guide:

BI launch pad Training Page:
https://dof.mc.vanderbilt.edu/ft/Pages/BI-Launch-Pad-Training-Materials.aspx

Business Objects Security Form: