This job aid outlines the process for HR Contacts with College, Division, or Campus HR access in HCM to view the HR Dashboard in HCM PeopleSoft. Note this data is not available to those with Department HR Contact access in HCM.

### Processing Steps

<table>
<thead>
<tr>
<th>Step 1: On the main homepage, click the <strong>Employee Self Service</strong> drop-down menu button.</th>
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| Step 2: Click the **Workforce Administration** drop-down menu button. | }
Step 3: Click the Workforce Insight tile.
Step 4: The Workforce Insight page is data at your fingertips!

There are six data sets you as College, Division, and Campus HR Contacts have access to:

- Turnover Analysis
- Diversity Overview
- Diversity Analysis
- Job Category
- Headcount Movement
- Current Headcount

In the next six steps we will review the data available in each of the previously mentioned categories.
Step 5: The UofSC Turnover Analysis page shows the turnover data for employees within your security scope.

Required for the search parameters are the from and to date fields. Note you can filter the data by making selections on the left side menu including: employee class type, action/reasons, faculty/staff, age range, gender, job code, etc.

You can change the chart view type from a bar graph (default) to a line chart or change the axis of the bar graph.

Below the graph on this page is a detailed breakdown for each person included in the search results. Note you must scroll to the right to see all data.
Step 6: The UofSC Diversity Overview page shows an overview of diversity data for employees within your security.

There are no required search parameters on this page. The default view pulls all diversity types for employees in your security. Note you can filter the data by making selections on the left side menu including: diversity description, employee class type, grade (state pay band), diversity type, etc.

Note if you select more than one filter on the left menu, the data presented will encompass all employees that fall within one or more of your criteria.

You can change the chart view type from a bar graph (default) to a line chart or change the axis of the bar graph.

Below the graph on this page is a detailed breakdown for each person included in the search results. Note you must scroll to the right to see all data.
Step 7a: The UofSC Diversity Analysis page allows you to drill down into the data presented on the Diversity Overview page.

Click the Diversity Type drop-down menu to see the options. Once you click a type, the data in the middle of the page changes. Note you can further filter the data by making selections on the left side menu.

You can change the chart view type from a pie chart (default) to a line chart or two different bar charts.

Below the graph on this page is a detailed breakdown for each person included in the search results. Note you must scroll to the right to see all data.

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Step 7b: The UofSC Diversity Analysis page continued.

To drill down further into the data presented in the pie chart, click one of the sections. On the actions menu, click Detailed View.

The data that populates below the pie chart is then limited to only those employees that fall into the criteria you selected. In this scenario we selected Detailed View of employees in the 18-24 age range.

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**Step 7c: The UofSC Diversity Analysis page continued.**

To drill down further into the data presented in the pie chart, click one of the sections. On the **Actions** menu click **Drilldown To**. That opens the Drilldown To menu of options to further sort.

In this scenario we clicked the **Sex** option in the **Drilldown To** menu, which then presented the bottom left pie chart showing breakdown between male and female within the 18-24 age range.

Note additional data populates below the pie chart then only shows those employees that fall into the criteria you selected.
Step 8a: The UofSC Job by Category page provides employees by their job category.

There are no search parameters. Rather you can filter the data by making selections on the left side menu.

You can change the chart view type from a pie chart (default) to a line chart or two different bar charts.

Below the graph on this page is a detailed breakdown for each person included in the search results. Note you must scroll to the right to see all data.

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Step 8b: The UofSC Job by Category page continued.

To drill down further into the data presented in the pie chart, click one of the sections. On the Actions menu, click Detailed View.

The data that populates below the pie chart is then limited to only those employees that fall into the criteria you selected. In this scenario we selected Detailed View of employees in Unclassified positions.

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Step 8c: The UofSC Job by Category page continued.

To drill down further into the data presented in the pie chart, click one of the sections. On the Actions menu click Drilldown To.

In this scenario we clicked the Job Code Descr option in the Drilldown To menu, which then presented the bottom left pie chart showing breakdown by Job Category for employees in Unclassified positions.

Note additional data populates below the pie chart then only shows those employees that fall into the criteria you selected.
Step 9a: The UofSC Headcount Movement page shows movement for all employee types including students, plus it also shows the information for affiliates.

Required for the search parameters are the from and to date fields. Note you can filter the data by making selections on the left side menu including: supervisor, job action, gender, age group, etc.

You can change the chart view type from a pie chart (default) to a line chart or two different bar charts.

Below the graph on this page is a detailed breakdown for each person included in the search results. Note you must scroll to the right to see all data.

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Step 9b: The UofSC Headcount Movement page continued.

To drill down further into the data presented in the pie chart, click one of the sections. On the Actions menu click Detailed View.

The data that populates below the pie chart is then limited to only those employees that fall into the criteria you selected. In this scenario we selected Detailed View of employees who have Separated.

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Step 9c: The UofSC Headcount Movement page continued.

To drill down further into the data presented in the pie chart, click one of the sections. On the Actions menu click Drilldown To.

In this scenario we clicked the Department option in the Drilldown To menu, which then presented the bottom left pie chart showing breakdown by Department for employees who have separated.

Note additional data populates below the pie chart then only shows those employees that fall into the criteria you selected.
Step 10a: The UofSC Headcount Movement page shows current headcount for all employee types including students, plus it also shows the information for affiliates.

Default search Indicator is for Primary Job, but you can click the Indicator drop-down menu to select Secondary Job. Note you can filter the data by making selections on the left side menu including: job code, salary administration plan, job action, etc.

You can change the chart view type from a pie chart (default) to a line chart or two different bar charts.

Below the graph on this page is a detailed breakdown for each person included in the search results. Note you must scroll to the right to see all data.

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Step 10b: The UofSC Headcount Movement page continued.

To drill down further into the data presented in the pie chart, click one of the sections. On the Actions menu, click Detailed View.

The data that populates below the pie chart is then limited to only those employees that fall into the criteria you selected. In this scenario we selected Detailed View of FTE employees.

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Step 10c: The UofSC Headcount Movement page continued.

To drill down further into the data presented in the pie chart, click one of the sections. On the Actions menu, click Drilldown To.

In this scenario we clicked the Department option in the Drilldown To menu, which then presented the bottom left pie chart showing breakdown by Department for employees in FTE positions.

Note additional data populates below the pie chart then only shows those employees that fall into the criteria you selected.