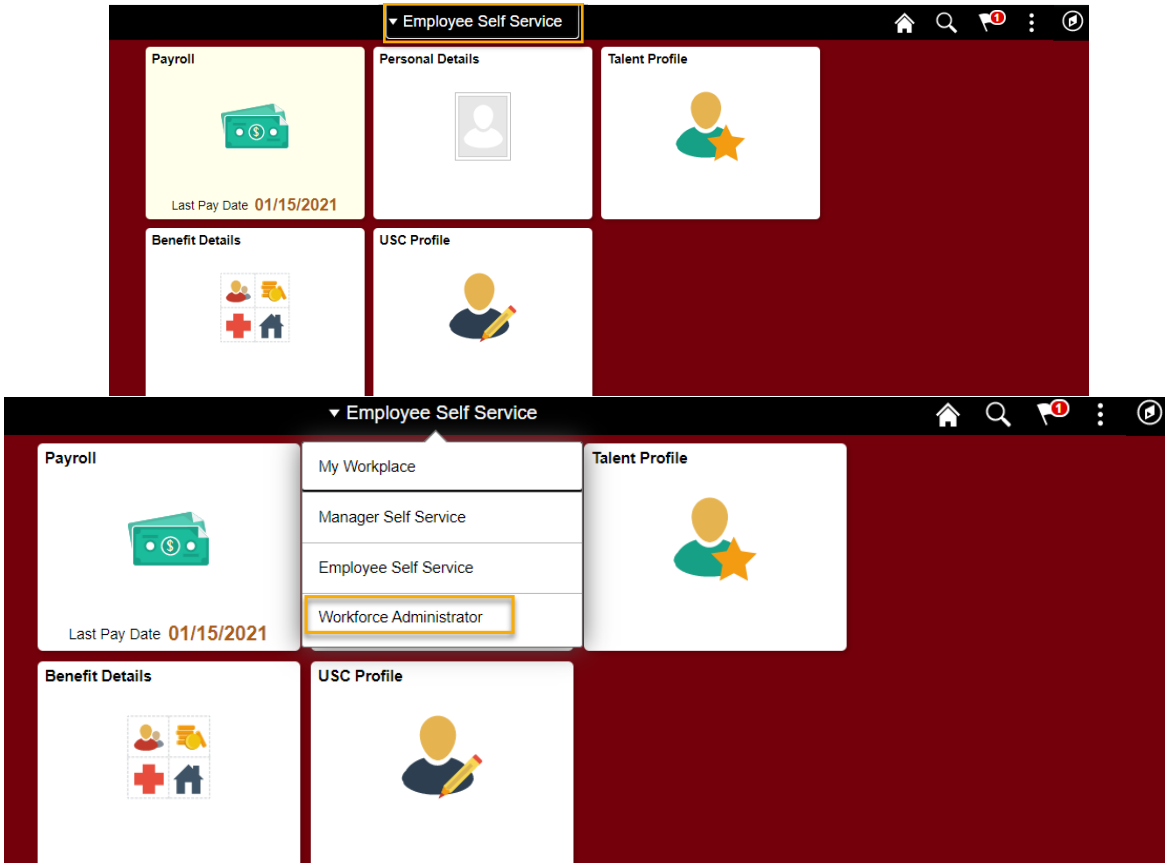
University of South Carolina - Division of Human Resources
HR Dashboard View for College/Division/Campus HR Contacts in HCM PeopleSoft

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	Screenshots
Step 1: On the main homepage, click the **Employee Self Service** drop-down menu button. **Step 2:** Click the **Workforce Administration** drop-down menu button.	

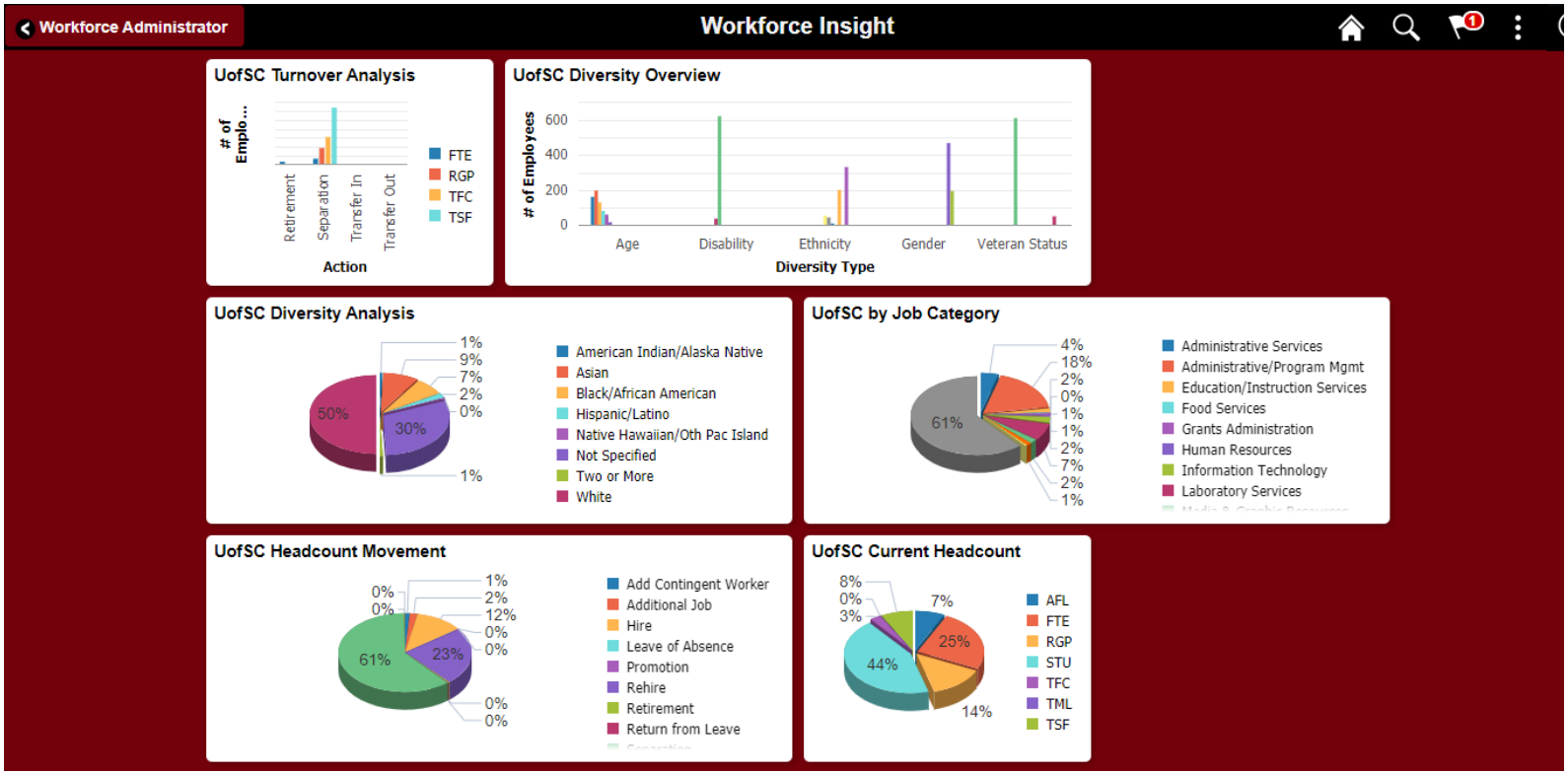
Step 3: Click the W**orkforce Insight** tile.

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.

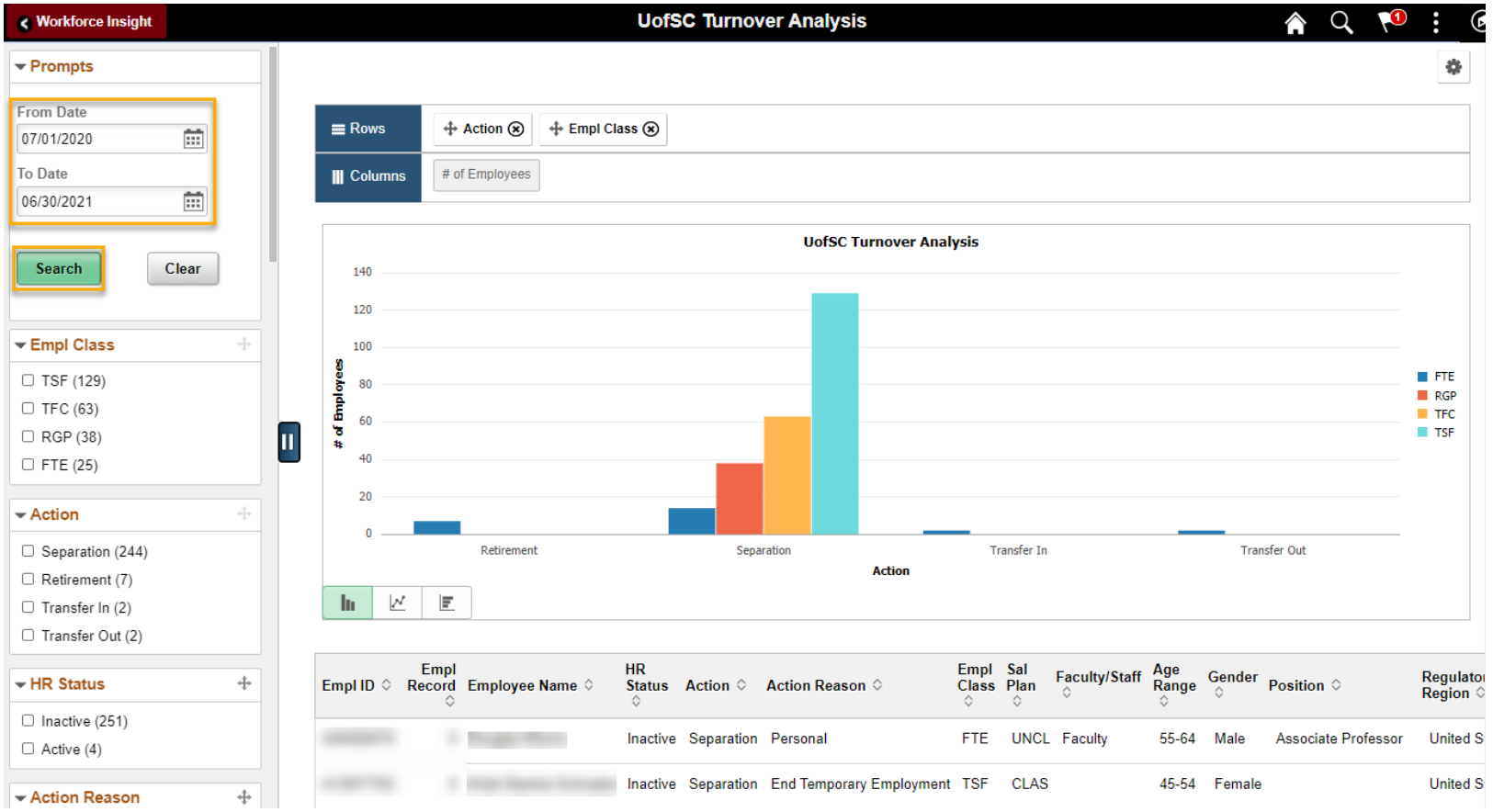


Step 5: The **UofSC Turnover Analysis** page shows the turnover data for employees within your security scope.

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.



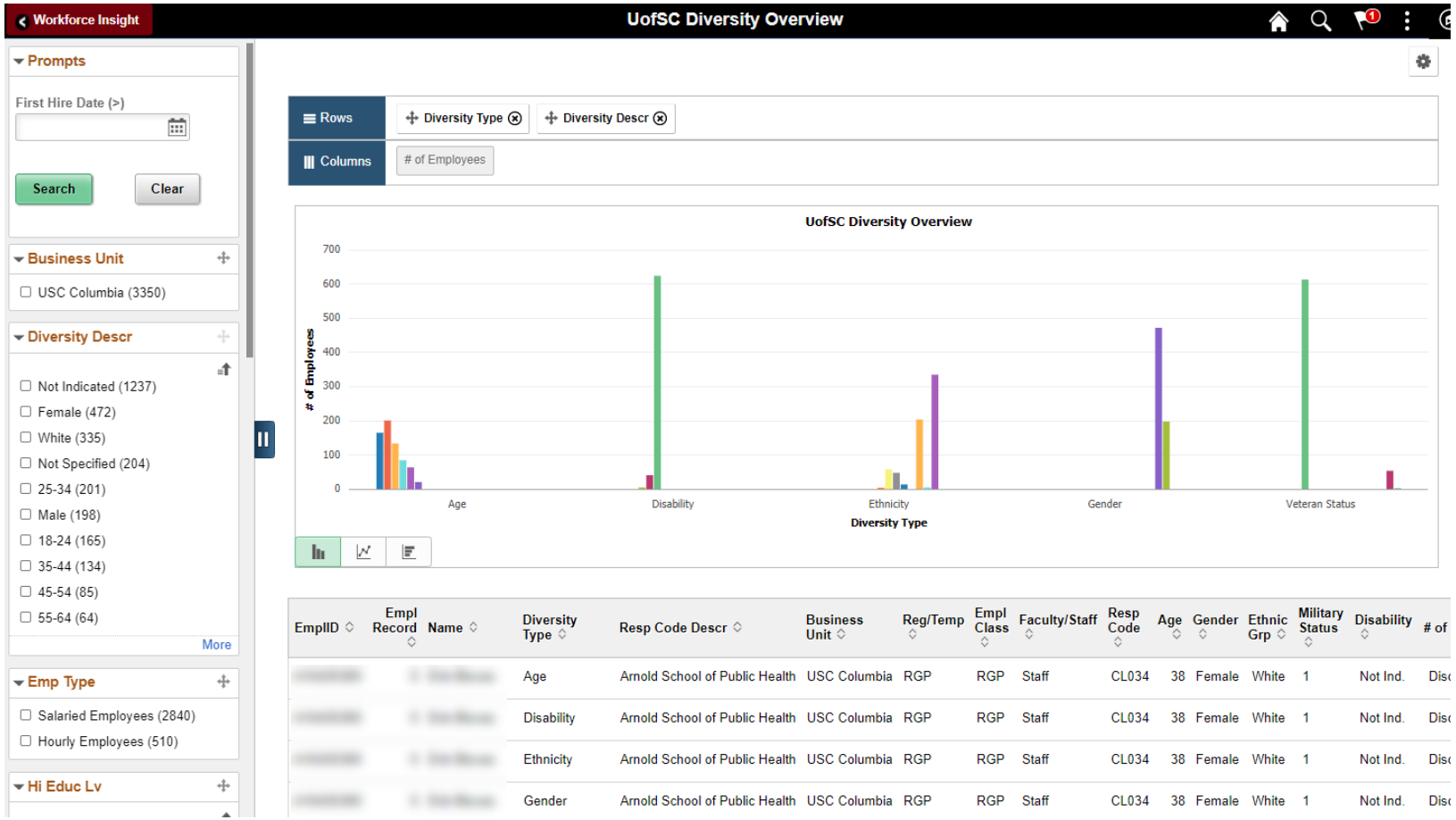
Step 6: The **UofSC Diversity Overview** page shows an overview of diversity data for employees within your security.

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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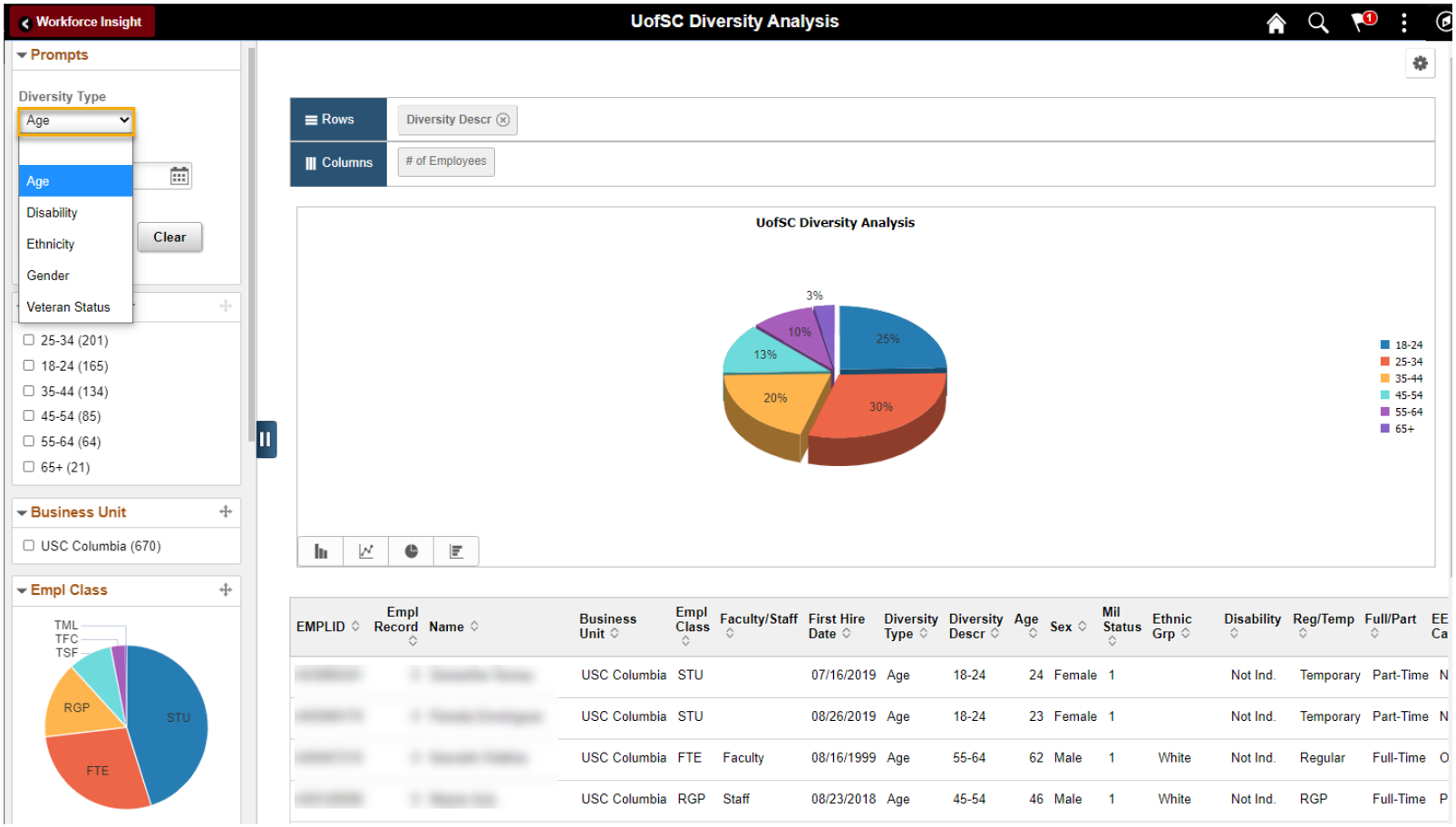


EMPLID	Empl Record	Name	Business Unit	Empl Class	Faculty/Staff	First Hire Date	Diversity Type	Diversity Descr	Age	Sex	Mil Status	Ethnic Grp	Disability	Reg/Temp	Full/Part	EE Ca
[redacted]	[redacted]	[redacted]	USC Columbia	STU		07/16/2019	Age	18-24	24	Female	1		Not Ind.	Temporary	Part-Time	N
[redacted]	[redacted]	[redacted]	USC Columbia	STU		08/26/2019	Age	18-24	23	Female	1		Not Ind.	Temporary	Part-Time	N
[redacted]	[redacted]	[redacted]	USC Columbia	FTE	Faculty	08/16/1999	Age	55-64	62	Male	1	White	Not Ind.	Regular	Full-Time	O
[redacted]	[redacted]	[redacted]	USC Columbia	RGP	Staff	08/23/2018	Age	45-54	46	Male	1	White	Not Ind.	RGP	Full-Time	P

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.

(Continued on next page)

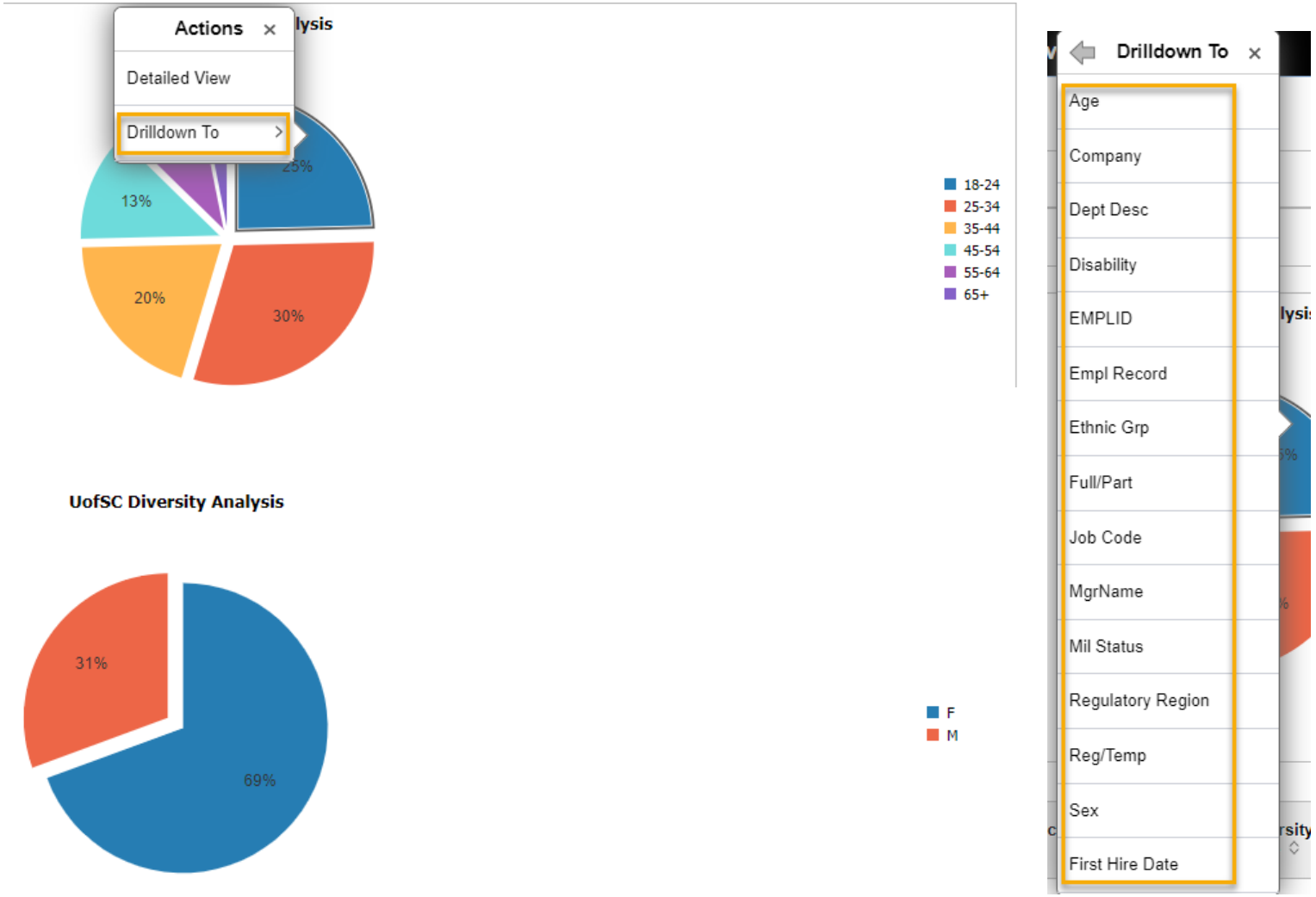
EMPLID	Empl Record	Name	Business Unit	Empl Class	Faculty/Staff	First Hire Date	Diversity Type	Diversity Descr	Age	Sex	Mil Status	Ethnic Grp	Disability	Reg/Temp	Full/Part
[redacted]			USC Columbia	STU		07/16/2019	Age	18-24	24	Female	1		Not Ind.	Temporary	Part-Time
[redacted]			USC Columbia	STU		08/26/2019	Age	18-24	23	Female	1		Not Ind.	Temporary	Part-Time
[redacted]			USC Columbia	STU		08/17/2020	Age	18-24	24	Male	1	White	Not Ind.	Temporary	Part-Time
[redacted]			USC Columbia	STU		05/06/2019	Age	18-24	21	Female	1		Not Ind.	Temporary	Part-Time
[redacted]			USC Columbia	STU		08/16/2019	Age	18-24	23	Male	1		Not Ind.	Temporary	Part-Time
[redacted]			USC Columbia	STU		01/27/2020	Age	18-24	21	Female	1		Not Ind.	Temporary	Part-Time
[redacted]			USC Columbia	STU		08/16/2020	Age	18-24	21	Female	1		Not Ind.	Temporary	Part-Time
[redacted]			USC Columbia	STU		05/15/2018	Age	18-24	23	Female	1		Not Ind.	Temporary	Part-Time
[redacted]			USC Columbia	STU		08/12/2018	Age	18-24	22	Female	1	White	Not Ind.	Temporary	Part-Time
[redacted]			USC Columbia	STU		08/16/2020	Age	18-24	24	Male	1		Not Ind.	Temporary	Part-Time
[redacted]			USC Columbia	RGP	Staff	08/10/2020	Age	18-24	23	Female	1	White	Not Ind.	RGP	Full-Time

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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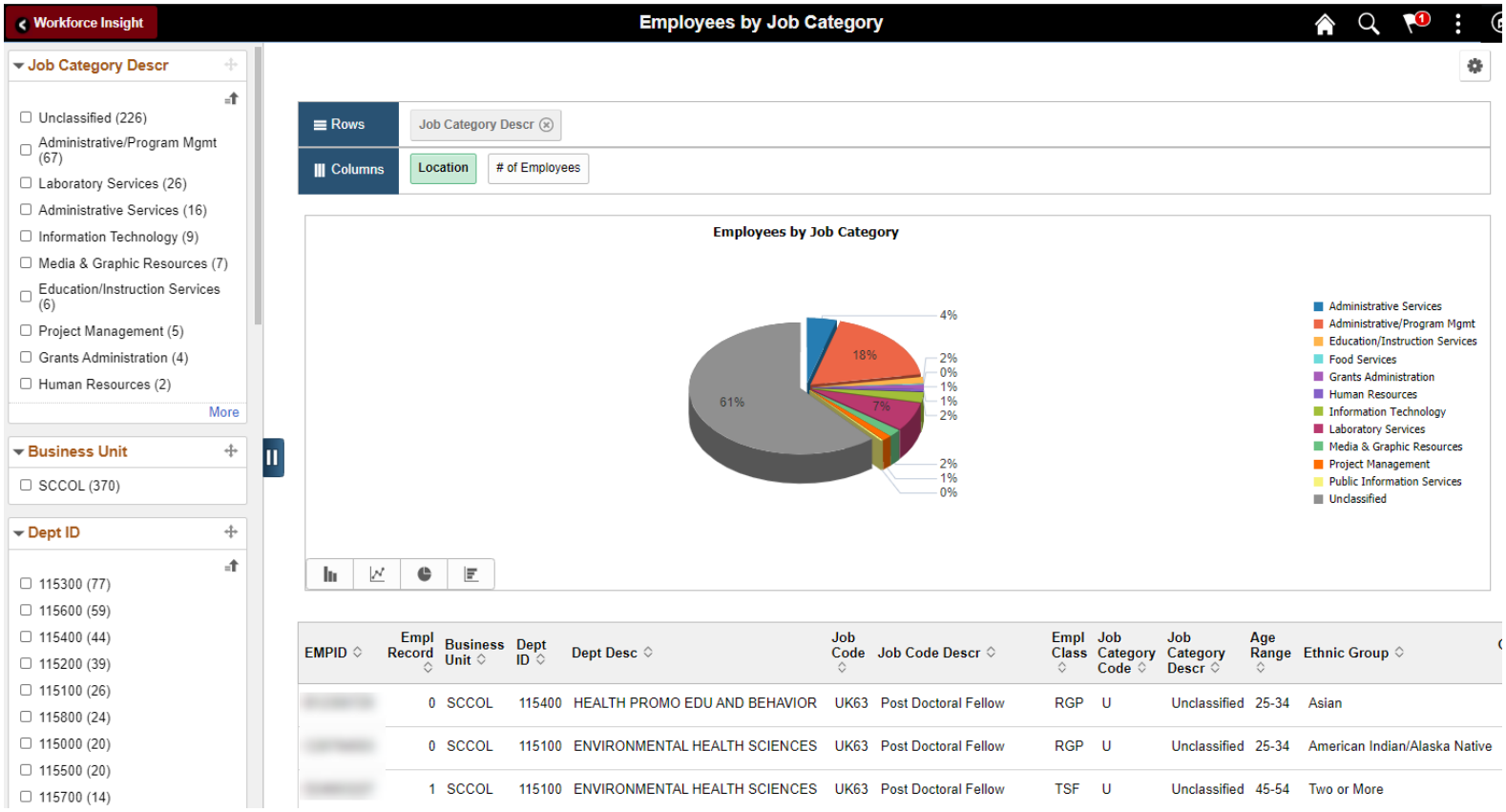

Step 8b: The **UofSC Job by Category** page continued.

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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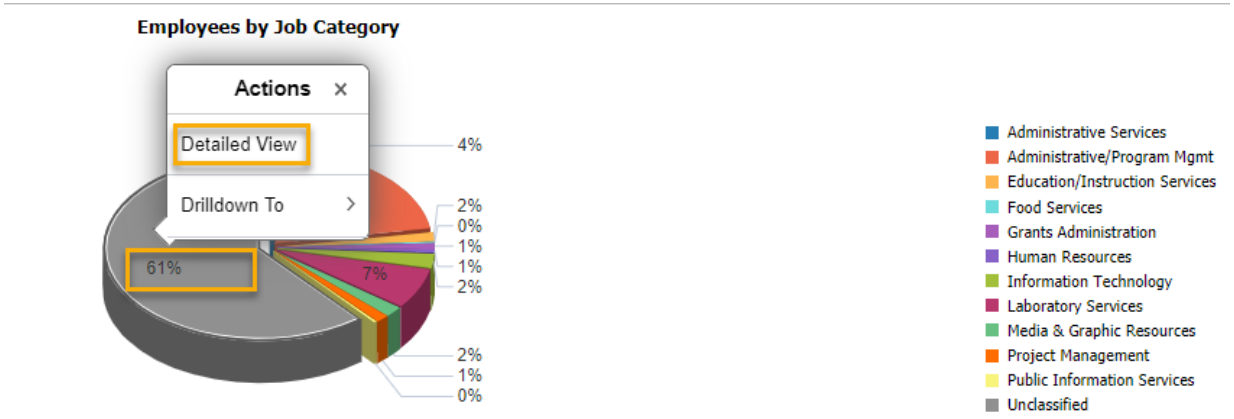


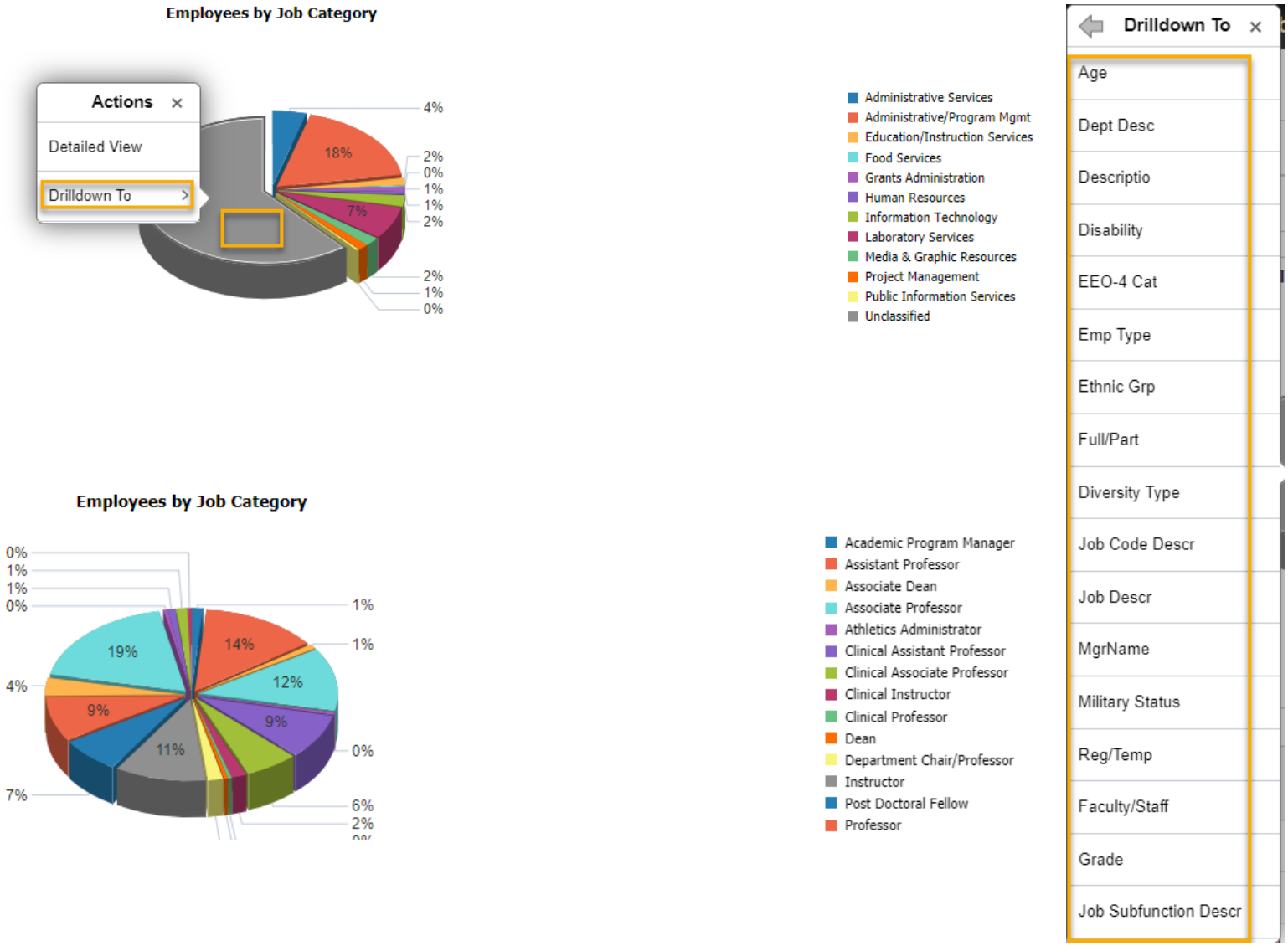
EMPID	Empl Record	Business Unit	Dept ID	Dept Desc	Job Code	Job Code Descr	Empl Class	Job Category Code	Job Category Descr	Age Range	Ethnic Group
[redacted]	0	SCCOL	115400	HEALTH PROMO EDU AND BEHAVIOR	UK63	Post Doctoral Fellow	RGP	U	Unclassified	25-34	Asian
[redacted]	0	SCCOL	115100	ENVIRONMENTAL HEALTH SCIENCES	UK63	Post Doctoral Fellow	RGP	U	Unclassified	25-34	American Indian/Alaska Native
[redacted]	1	SCCOL	115100	ENVIRONMENTAL HEALTH SCIENCES	UK63	Post Doctoral Fellow	TSF	U	Unclassified	45-54	Two or More
[redacted]	2	SCCOL	115700	PREVENTION RESEARCH CENTER	UK63	Post Doctoral Fellow	TSF	U	Unclassified	25-34	Two or More
[redacted]	0	SCCOL	115400	HEALTH PROMO EDU AND BEHAVIOR	UK63	Post Doctoral Fellow	RGP	U	Unclassified	35-44	Asian
[redacted]	3	SCCOL	115100	ENVIRONMENTAL HEALTH SCIENCES	UK63	Post Doctoral Fellow	TSF	U	Unclassified	35-44	White
[redacted]	0	SCCOL	115300	DEPARTMENT OF EXERCISE SCIENCE	UK63	Post Doctoral Fellow	RGP	U	Unclassified	25-34	White
[redacted]	0	SCCOL	115300	DEPARTMENT OF EXERCISE SCIENCE	UK63	Post Doctoral Fellow	RGP	U	Unclassified	25-34	White
[redacted]	0	SCCOL	115300	DEPARTMENT OF EXERCISE SCIENCE	UK63	Post Doctoral Fellow	TSF	U	Unclassified	65+	White
[redacted]	0	SCCOL	115600	COMM SCIENCES AND DISORDERS	UK63	Post Doctoral Fellow	RGP	U	Unclassified	25-34	White
[redacted]	0	SCCOL	115400	HEALTH PROMO EDU AND BEHAVIOR	UK63	Post Doctoral Fellow	RGP	U	Unclassified	45-54	Asian
[redacted]	0	SCCOL	115700	PREVENTION RESEARCH CENTER	UK63	Post Doctoral Fellow	TSF	U	Unclassified	25-34	White

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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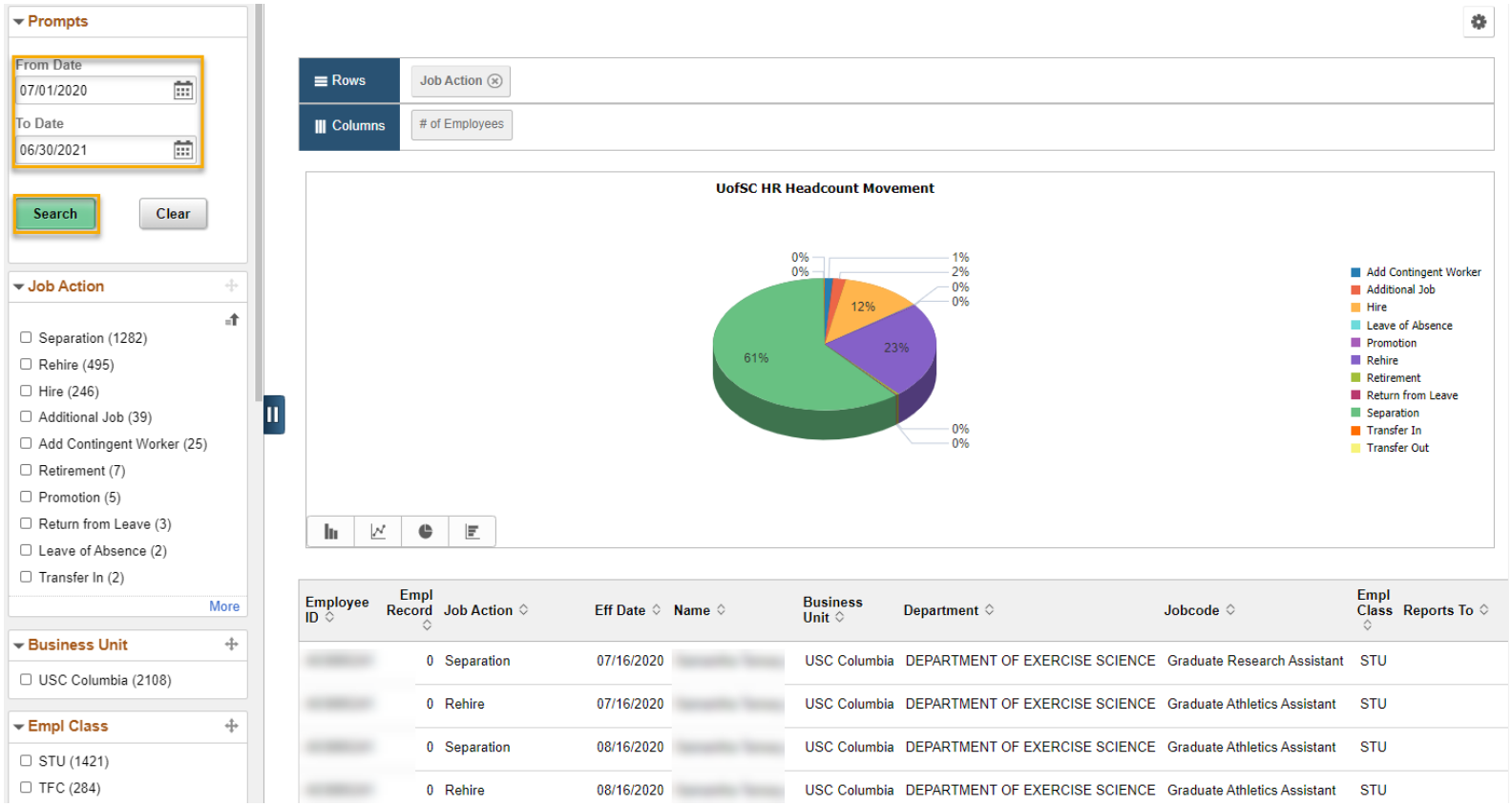

Employee ID	Empl Record	Job Action	Eff Date	Name	Business Unit	Department	Jobcode	Empl Class	Reports To
[redacted]	0	Separation	07/16/2020	[redacted]	USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Research Assistant	STU	
[redacted]	0	Rehire	07/16/2020	[redacted]	USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Athletics Assistant	STU	
[redacted]	0	Separation	08/16/2020	[redacted]	USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Athletics Assistant	STU	
[redacted]	0	Rehire	08/16/2020	[redacted]	USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Athletics Assistant	STU	

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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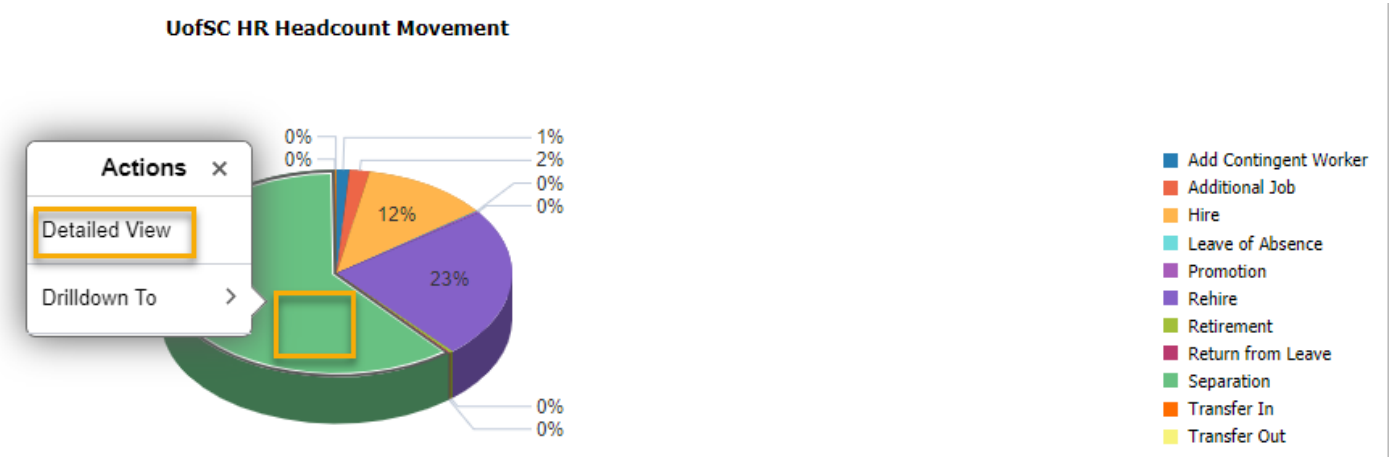


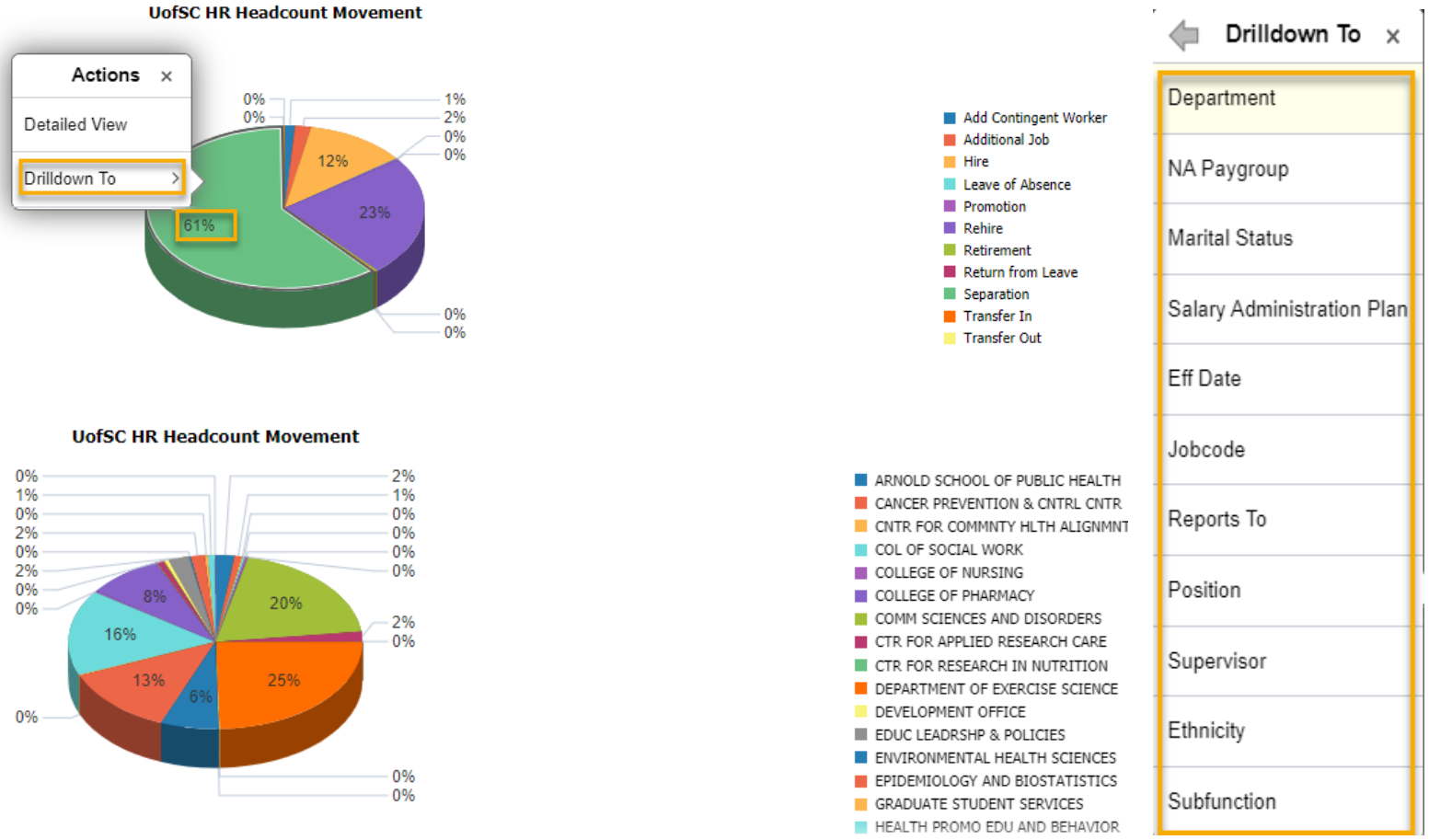
Employee ID	Empl Record	Job Action	Eff Date	Name	Business Unit	Department	Jobcode	Empl Class
[redacted]	0	Separation	07/16/2020	[redacted]	USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Research Assistant	STU
[redacted]	0	Separation	08/16/2020	[redacted]	USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Athletics Assistant	STU
[redacted]	0	Separation	05/08/2021	[redacted]	USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Athletics Assistant	STU
[redacted]	1	Separation	08/18/2020	[redacted]	USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Assistant Professor	DLI
[redacted]	0	Separation	08/16/2020	[redacted]	USC Columbia	COMM SCIENCES AND DISORDERS	Graduate Research Assistant	STU
[redacted]	0	Separation	05/16/2021	[redacted]	USC Columbia	COMM SCIENCES AND DISORDERS	Graduate Research Assistant	STU
[redacted]	1	Separation	12/05/2020	[redacted]	USC Columbia	COMM SCIENCES AND DISORDERS	Graduate Research Assistant	STU
[redacted]	0	Separation	01/02/2021	[redacted]	USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Associate Professor	FTE
[redacted]	4	Separation	08/16/2020	[redacted]	USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Summer	TFC
[redacted]	0	Separation	02/16/2021	[redacted]	USC Columbia	COMM SCIENCES AND DISORDERS	Undergraduate Research Asst	STU
[redacted]	7	Separation	07/03/2020	[redacted]	USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Summer	TFC
[redacted]	8	Separation	07/03/2020	[redacted]	USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Summer	TFC

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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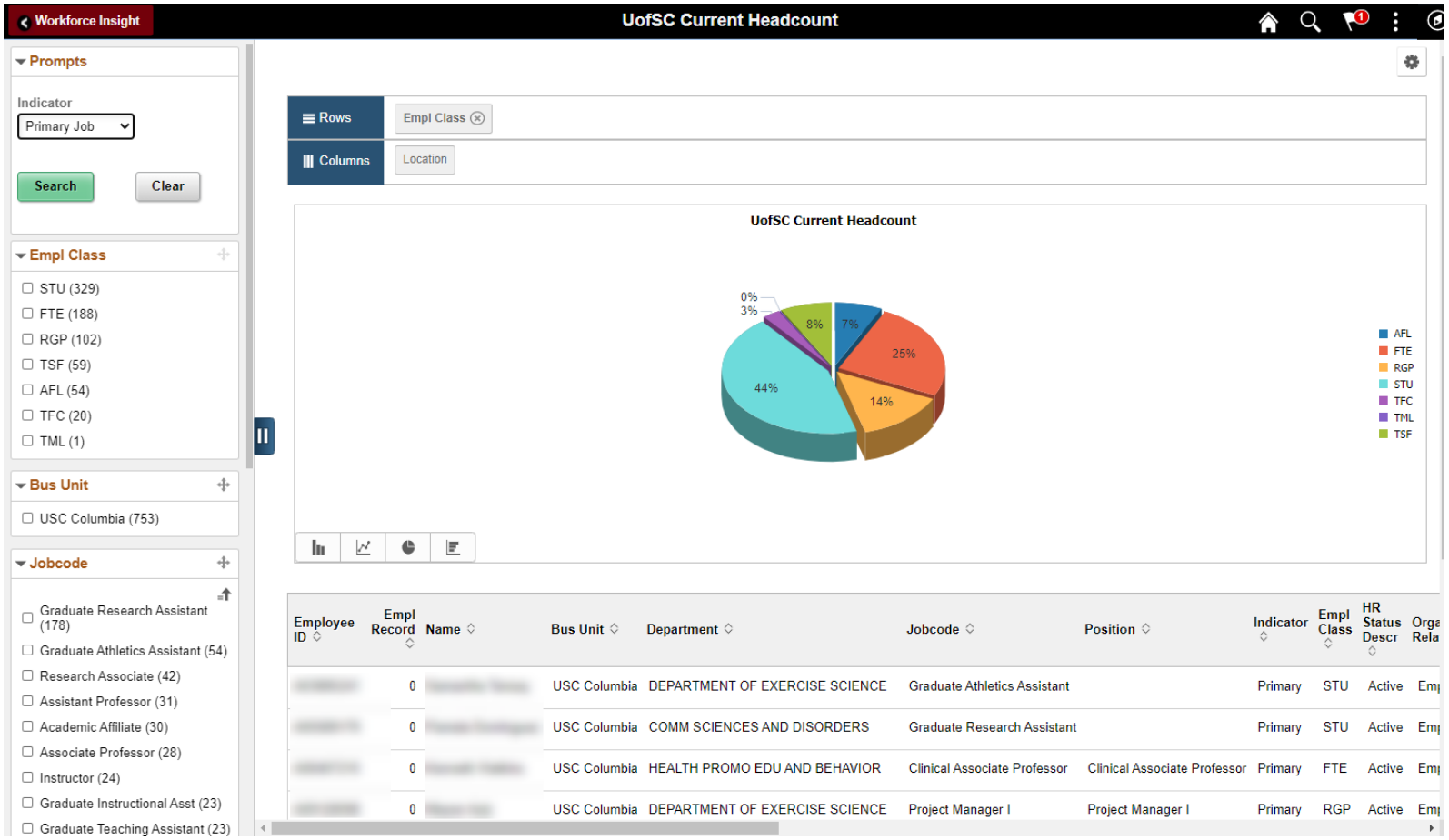

Step 10b: The **UofSC Headcount Movement** page continued.

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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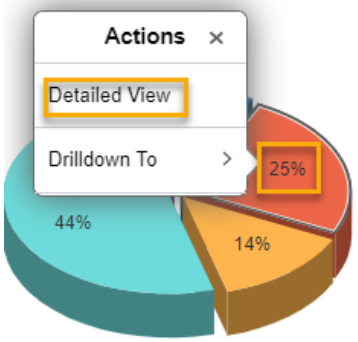
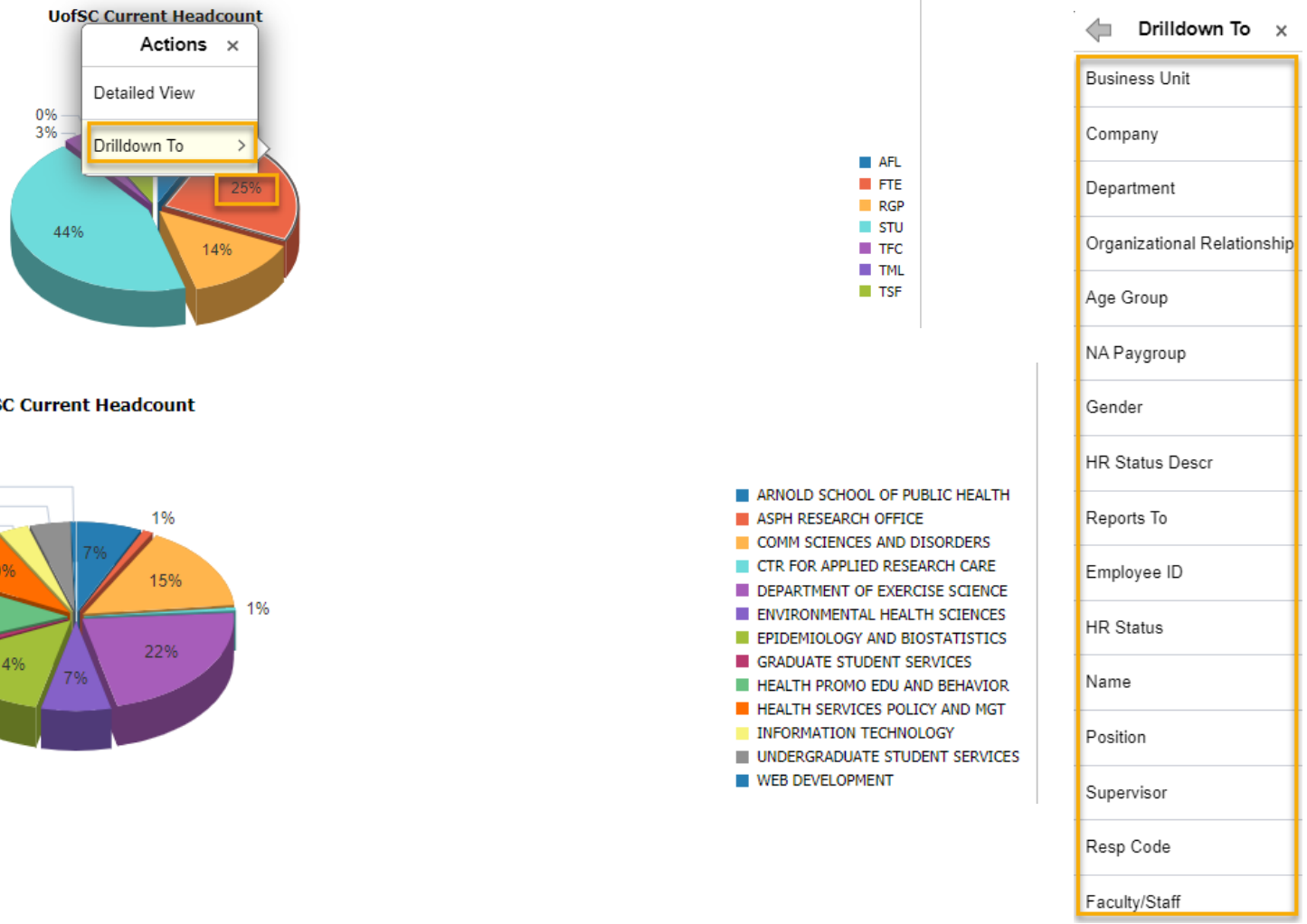
UofSC Current Headcount



Employee ID	Empl Record	Name	Bus Unit	Department	Jobcode	Position	Indicator	Empl Class	HR Status Descr
[redacted]	[redacted]	[redacted]	USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Clinical Associate Professor	Clinical Associate Professor	Primary	FTE	Active
[redacted]	[redacted]	[redacted]	USC Columbia	UNDERGRADUATE STUDENT SERVICES	Clinical Associate Professor	Clinical Associate Professor	Primary	FTE	Active
[redacted]	[redacted]	[redacted]	USC Columbia	HEALTH SERVICES POLICY AND MGT	Assistant Professor	Assistant Professor	Primary	FTE	Active
[redacted]	[redacted]	[redacted]	USC Columbia	EPIDEMIOLOGY AND BIOSTATISTICS	Administrative Coordinator I	Administrative Coordinator I	Primary	FTE	Active
[redacted]	[redacted]	[redacted]	USC Columbia	HEALTH SERVICES POLICY AND MGT	Professor	Professor	Primary	FTE	Active
[redacted]	[redacted]	[redacted]	USC Columbia	COMM SCIENCES AND DISORDERS	Research Professor	Research Professor	Primary	FTE	Active
[redacted]	[redacted]	[redacted]	USC Columbia	GRADUATE STUDENT SERVICES	Student Svcs Prog Coord II	Student Svcs Prog Coord II	Primary	FTE	Active
[redacted]	[redacted]	[redacted]	USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Professor	Professor	Primary	FTE	Active
[redacted]	[redacted]	[redacted]	USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Clinical Assistant Professor	Clinical Assistant Professor	Primary	FTE	Active
[redacted]	[redacted]	[redacted]	USC Columbia	COMM SCIENCES AND DISORDERS	Assistant Professor	Assistant Professor	Primary	FTE	Active
[redacted]	[redacted]	[redacted]	USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Professor	Professor	Primary	FTE	Active
[redacted]	[redacted]	[redacted]	USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Clinical Associate Professor	Clinical Associate Professor	Primary	FTE	Active

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.