

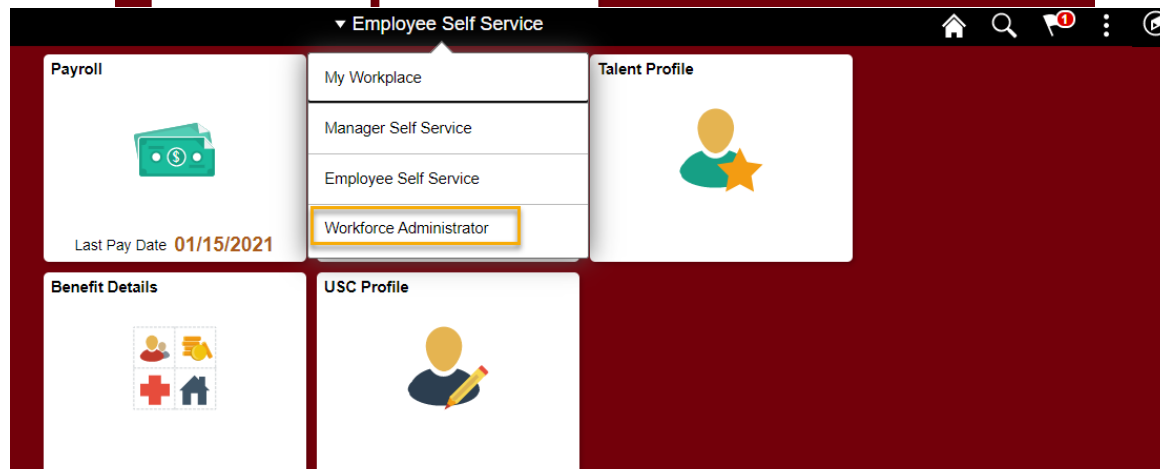
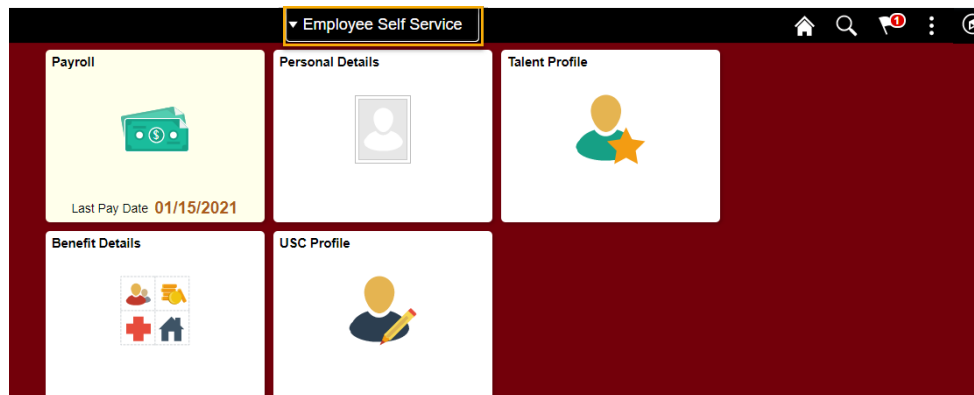
This job aid outlines the process for HR Contacts with College, Division, or Campus HR access in HCM to view the HR Dashboard in HCM PeopleSoft. Note this data is not available to those with Department HR Contact access in HCM.

Processing Steps

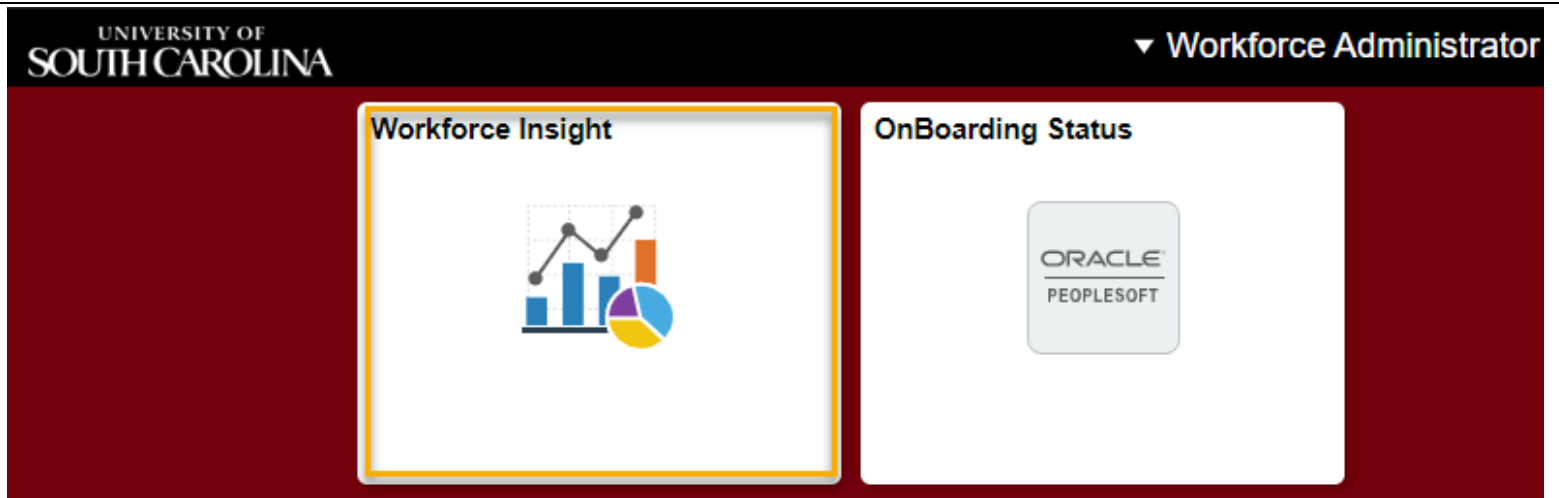
Screenshots

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
Workforce Insight tile.



UNIVERSITY OF
SOUTH CAROLINA

Workforce Administrator

Workforce Insight

OnBoarding Status

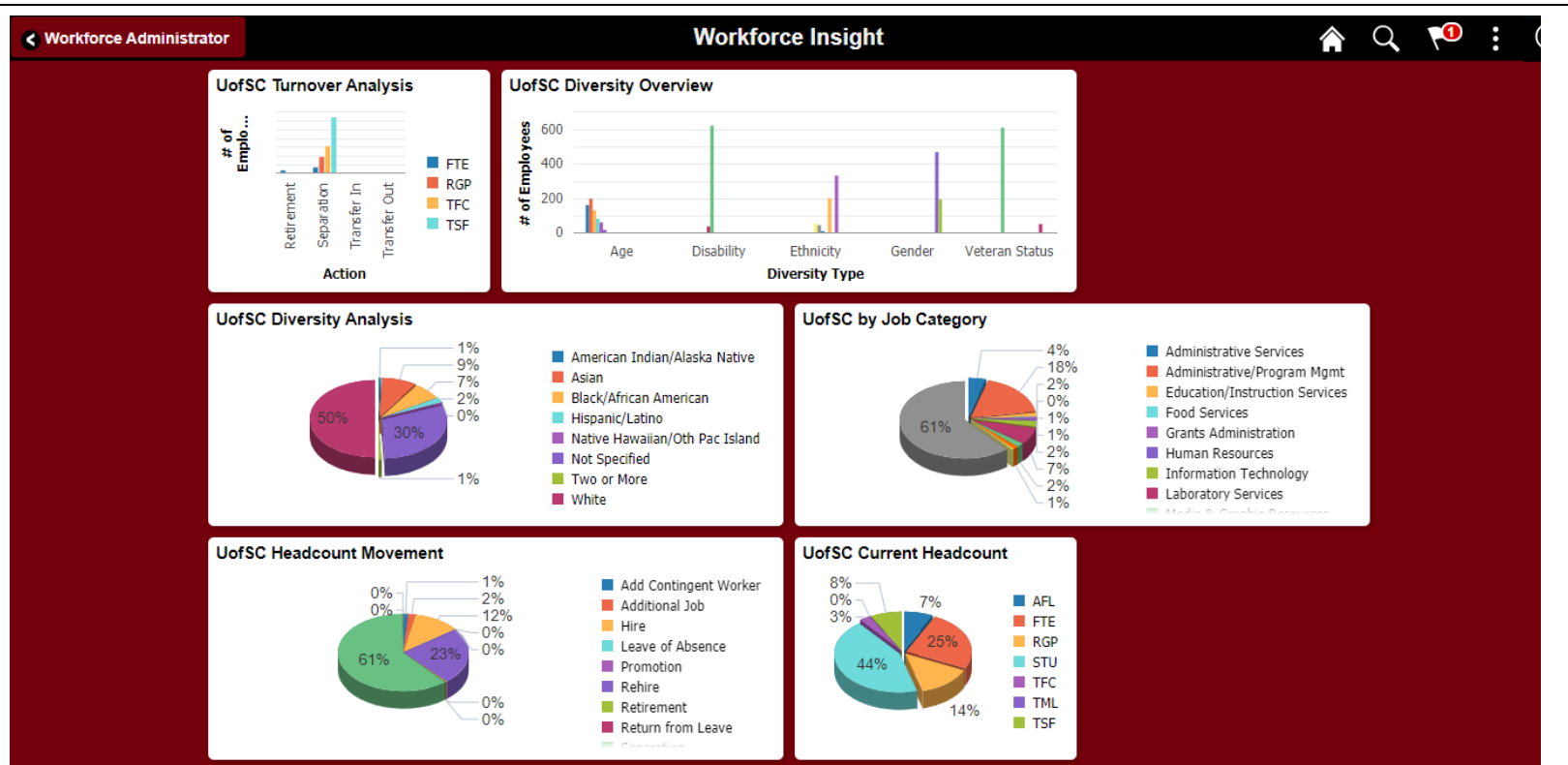
ORACLE
PEOPLESOFT

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.

Workforce Insight
UofSC Turnover Analysis
🏠 🔍 📌 ⋮

Prompts

From Date
07/01/2020

To Date
06/30/2021

Empl Class

TSF (129)

TFC (63)

RGP (38)

FTE (25)

Action

Separation (244)

Retirement (7)

Transfer In (2)

Transfer Out (2)

HR Status

Inactive (251)

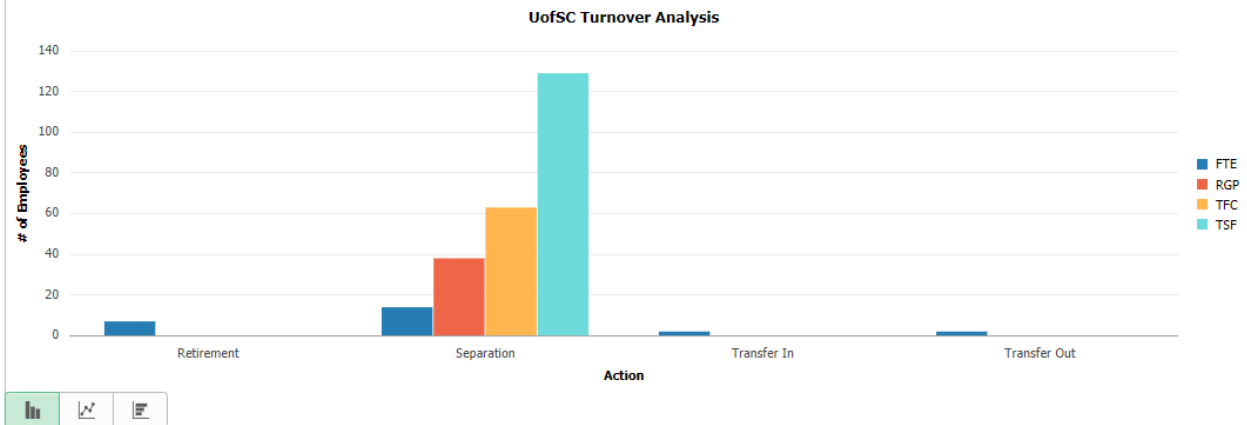
Active (4)

Action Reason

Rows
+ Action
+ Empl Class

Columns
of Employees

UofSC Turnover Analysis



Action	FTE	RGP	TFC	TSF
Retirement	~5	0	0	0
Separation	~15	~40	~65	~130
Transfer In	~2	0	0	0
Transfer Out	~2	0	0	0

Empl ID	Empl Record	Employee Name	HR Status	Action	Action Reason	Empl Class	Sal Plan	Faculty/Staff	Age Range	Gender	Position	Regulator Region
...	Inactive	Separation	Personal	FTE	UNCL	Faculty	55-64	Male	Associate Professor	United S
...	Inactive	Separation	End Temporary Employment	TSF	CLAS		45-54	Female		United S

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.

Workforce Insight
UofSC Diversity Overview

Prompts

First Hire Date (>)

Business Unit

USC Columbia (3350)

Diversity Descr

Not Indicated (1237)

Female (472)

White (335)

Not Specified (204)

25-34 (201)

Male (198)

18-24 (165)

35-44 (134)

45-54 (85)

55-64 (64)

[More](#)

Emp Type

Salaried Employees (2840)

Hourly Employees (510)

Hi Educ Lv

Rows: Diversity Type, Diversity Descr

Columns: # of Employees

UofSC Diversity Overview

Diversity Type	# of Employees
Age	~150
Disability	~620
Ethnicity	~330
Gender	~470
Veteran Status	~600

EmplID	Empl Record	Name	Diversity Type	Resp Code Descr	Business Unit	Reg/Temp	Empl Class	Faculty/Staff	Resp Code	Age	Gender	Ethnic Grp	Military Status	Disability	# of
			Age	Arnold School of Public Health	USC Columbia	RGP	RGP	Staff	CL034	38	Female	White	1	Not Ind.	Disc
			Disability	Arnold School of Public Health	USC Columbia	RGP	RGP	Staff	CL034	38	Female	White	1	Not Ind.	Disc
			Ethnicity	Arnold School of Public Health	USC Columbia	RGP	RGP	Staff	CL034	38	Female	White	1	Not Ind.	Disc
			Gender	Arnold School of Public Health	USC Columbia	RGP	RGP	Staff	CL034	38	Female	White	1	Not Ind.	Disc

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.

(Continued on next page)

Workforce Insight
UofSC Diversity Analysis

Prompts

Diversity Type

Age

- Age
- Disability
- Ethnicity
- Gender
- Veteran Status

Clear

25-34 (201)

18-24 (165)

35-44 (134)

45-54 (85)

55-64 (64)

65+ (21)

Business Unit

USC Columbia (670)

Empl Class

TML
TFC
TSF

RGP

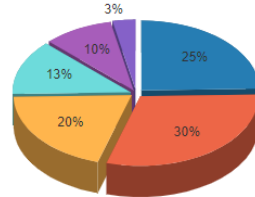
FTE

STU

Rows: Diversity Descr

Columns: # of Employees

UofSC Diversity Analysis



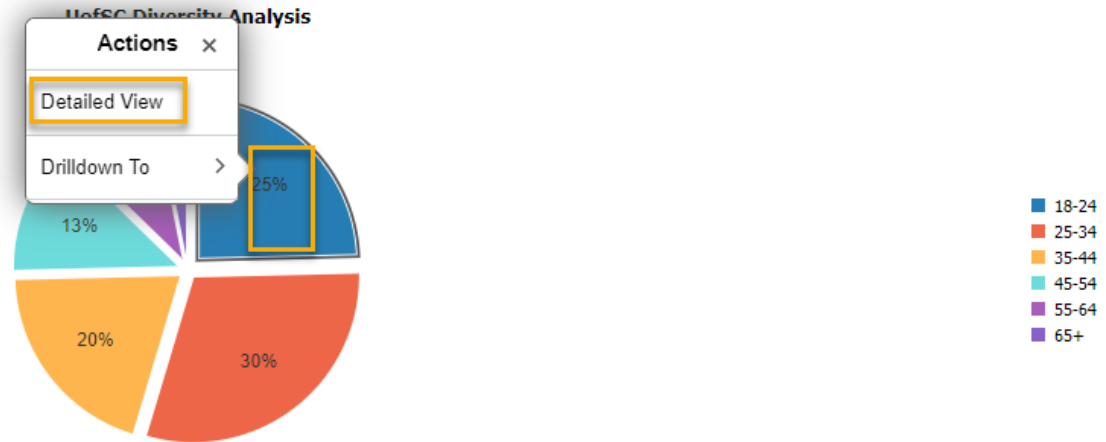
EMPLID	Empl Record	Name	Business Unit	Empl Class	Faculty/Staff	First Hire Date	Diversity Type	Diversity Descr	Age	Sex	Mil Status	Ethnic Grp	Disability	Reg/Temp	Full/Part	EE Ca
			USC Columbia	STU		07/16/2019	Age	18-24	24	Female	1		Not Ind.	Temporary	Part-Time	N
			USC Columbia	STU		08/26/2019	Age	18-24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



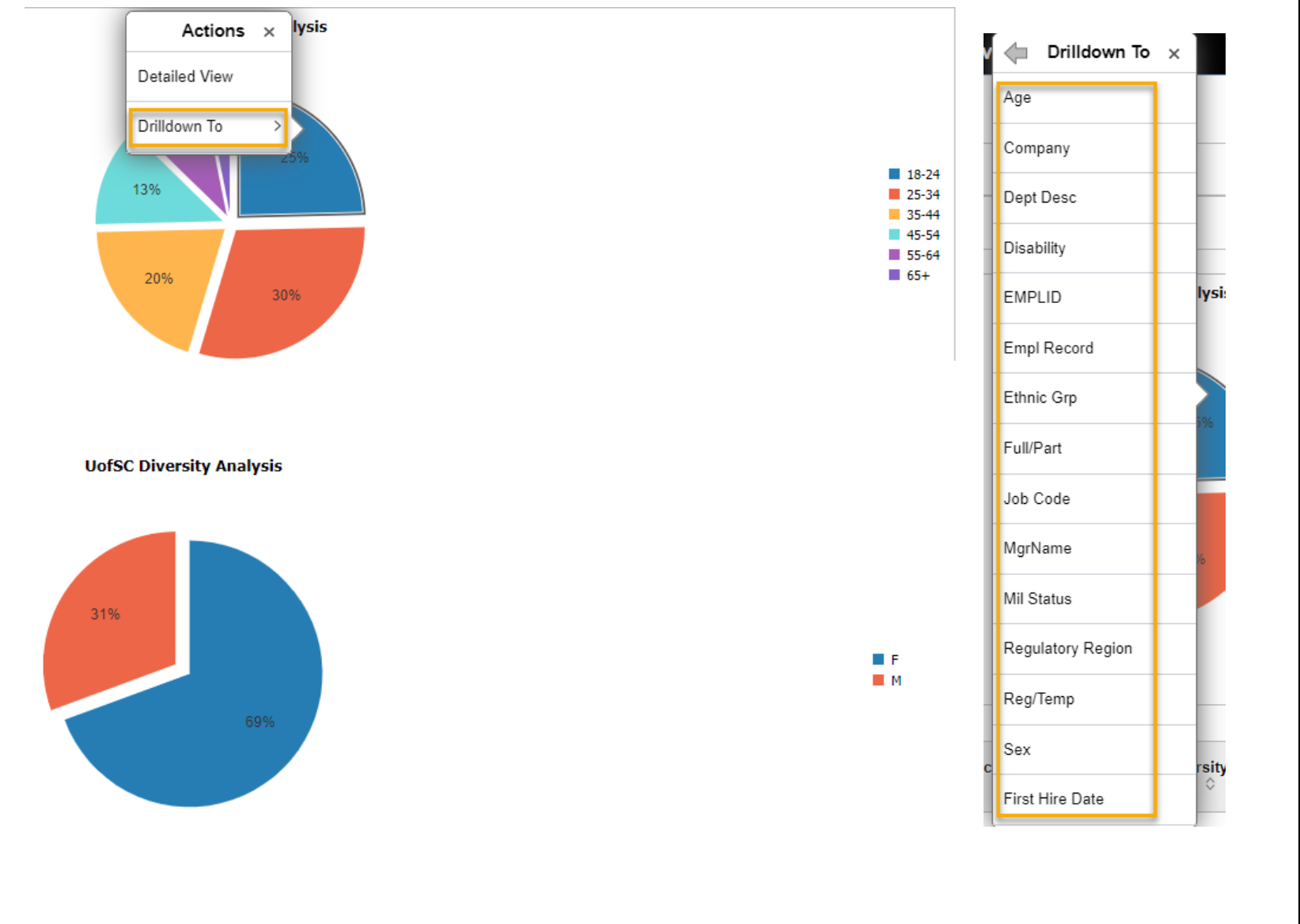
EMPLID	Empl Record	Name	Business Unit	Empl Class	Faculty/Staff	First Hire Date	Diversity Type	Diversity Descr	Age	Sex	Mil Status	Ethnic Grp	Disability	Reg/Temp	Full/Part
			USC Columbia	STU		07/16/2019	Age	18-24	24	Female	1		Not Ind.	Temporary	Part-Time
			USC Columbia	STU		08/26/2019	Age	18-24	23	Female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



The screenshot displays the 'UofSC Diversity Analysis' dashboard. At the top, an 'Actions' menu is open, highlighting the 'Drilldown To' option. Below this, a large pie chart shows the overall diversity breakdown by age group: 18-24 (25%), 25-34 (30%), 35-44 (20%), 45-54 (13%), 55-64 (5%), and 65+ (7%). A legend on the right lists these age groups with corresponding color swatches. Below the main chart, a smaller pie chart titled 'UofSC Diversity Analysis' shows the gender breakdown for the 18-24 age group: Female (F) at 69% and Male (M) at 31%. A legend for this chart shows 'F' in blue and 'M' in red. On the right side, a 'Drilldown To' menu is open, listing various attributes for filtering, with 'Sex' highlighted in yellow.

Age Group	Percentage
18-24	25%
25-34	30%
35-44	20%
45-54	13%
55-64	5%
65+	7%

Sex	Percentage
Female (F)	69%
Male (M)	31%

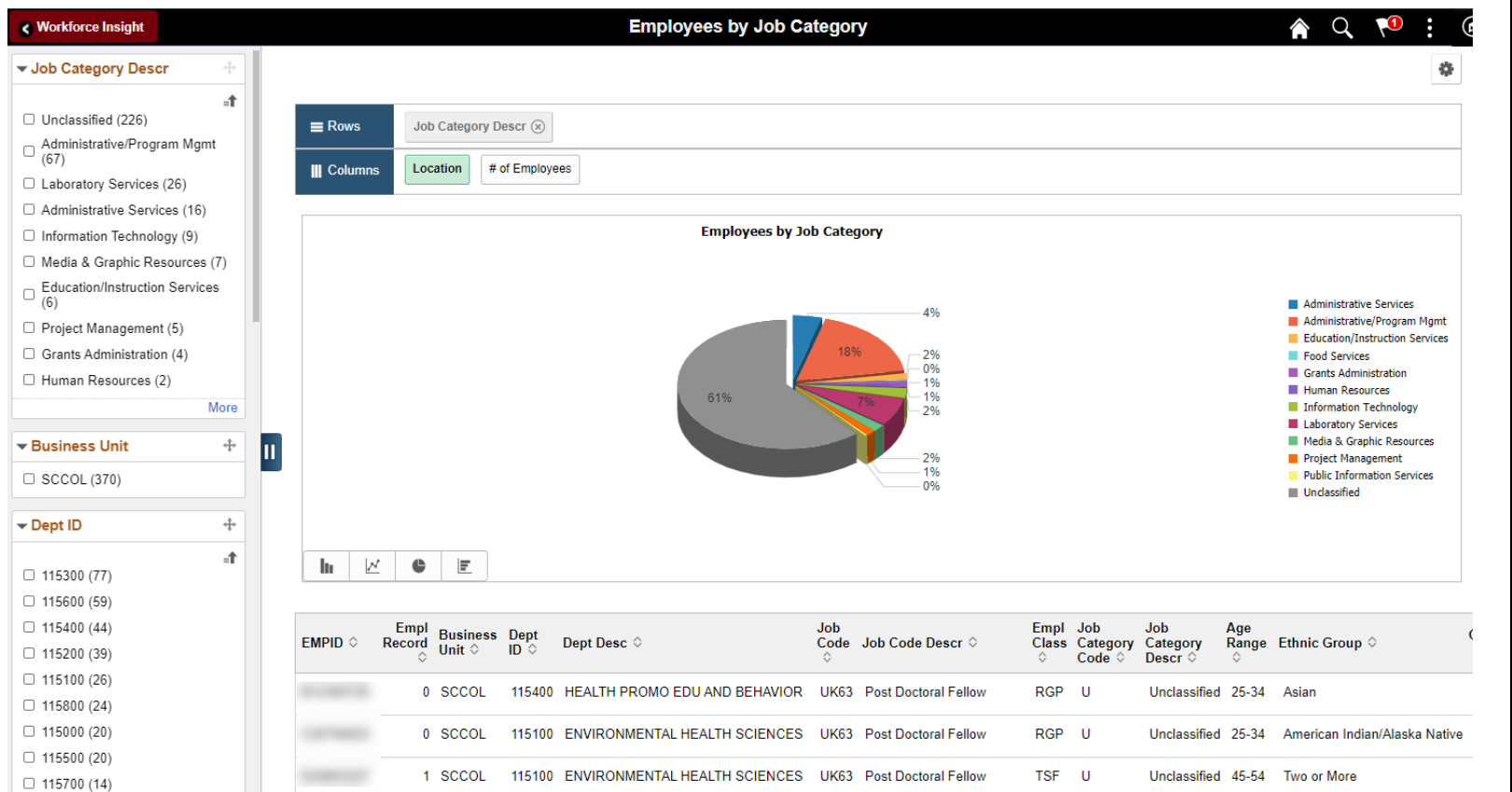
Step 8a: The UofSC Job by Category page provides employees by their job category.

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.

(Continued on next page)



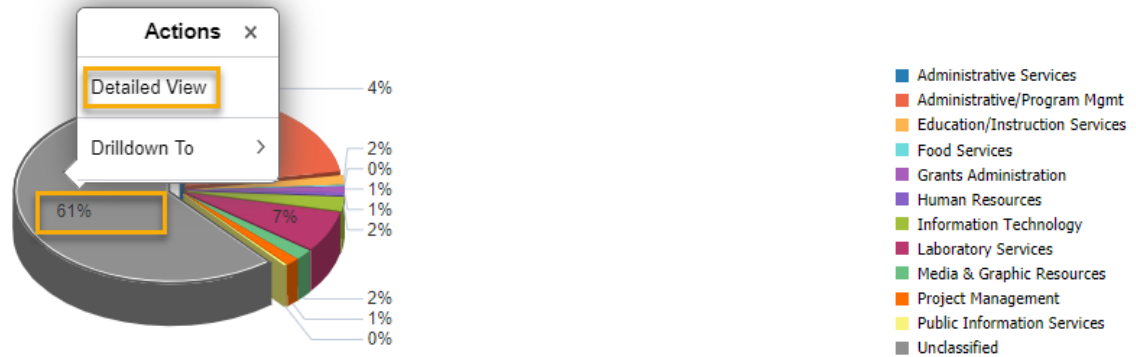
Step 8b: The UofSC Job by Category page continued.

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.

(Continued on next page).

Employees by Job Category



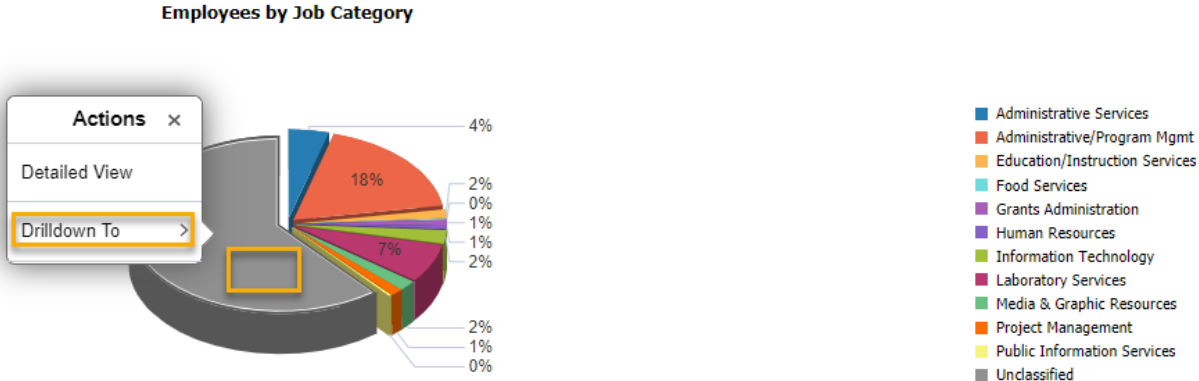
EMPID	Empl Record	Business Unit	Dept ID	Dept Desc	Job Code	Job Code Descr	Empl Class	Job Category Code	Job Category Descr	Age Range	Ethnic Group
	0	SCCOL	115400	HEALTH PROMO EDU AND BEHAVIOR	UK63	Post Doctoral Fellow	RGP	U	Unclassified	25-34	Asian
	0	SCCOL	115100	ENVIRONMENTAL HEALTH SCIENCES	UK63	Post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

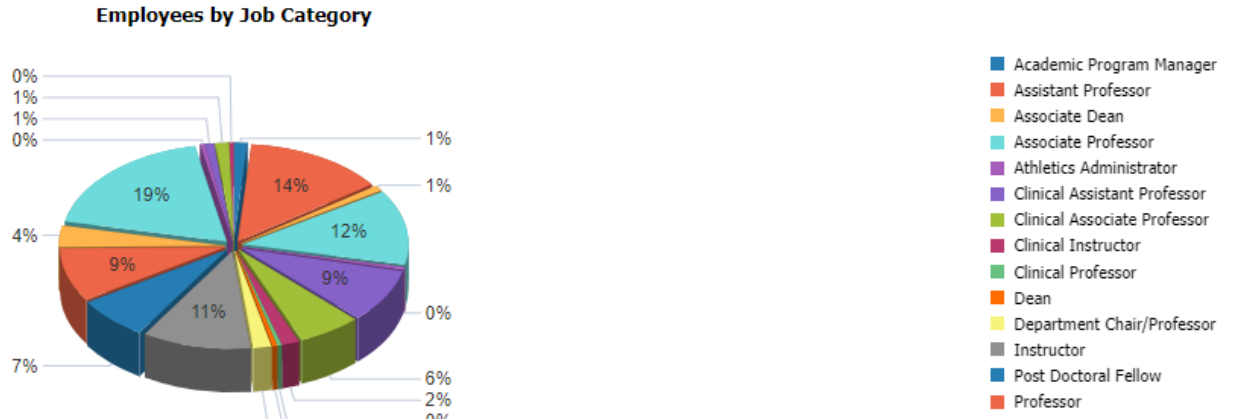


Employees by Job Category

- Administrative Services
- Administrative/Program Mgmt
- Education/Instruction Services
- Food Services
- Grants Administration
- Human Resources
- Information Technology
- Laboratory Services
- Media & Graphic Resources
- Project Management
- Public Information Services
- Unclassified

← Drilldown To ×

- Age
- Dept Desc
- Descriptio
- Disability
- EEO-4 Cat
- Emp Type
- Ethnic Grp
- Full/Part
- Diversity Type
- Job Code Descr
- Job Descr
- MgrName
- Military Status
- Reg/Temp
- Faculty/Staff
- Grade
- Job Subfunction Descr



Employees by Job Category

- Academic Program Manager
- Assistant Professor
- Associate Dean
- Associate Professor
- Athletics Administrator
- Clinical Assistant Professor
- Clinical Associate Professor
- Clinical Instructor
- Clinical Professor
- Dean
- Department Chair/Professor
- Instructor
- Post Doctoral Fellow
- Professor

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.

(Continued on next page)

Prompts

From Date
07/01/2020

To Date
06/30/2021

Job Action

- Separation (1282)
- Rehire (495)
- Hire (246)
- Additional Job (39)
- Add Contingent Worker (25)
- Retirement (7)
- Promotion (5)
- Return from Leave (3)
- Leave of Absence (2)
- Transfer In (2)

[More](#)

Business Unit

- USC Columbia (2108)

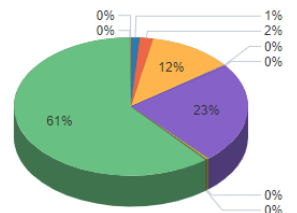
Empl Class

- STU (1421)
- TFC (284)

Rows: Job Action

Columns: # of Employees

UofSC HR Headcount Movement



Job Action	Percentage
Separation	61%
Rehire	23%
Additional Job	12%
Retirement	2%
Promotion	1%
Return from Leave	0%
Leave of Absence	0%
Transfer In	0%
Transfer Out	0%
Add Contingent Worker	0%
Hire	0%

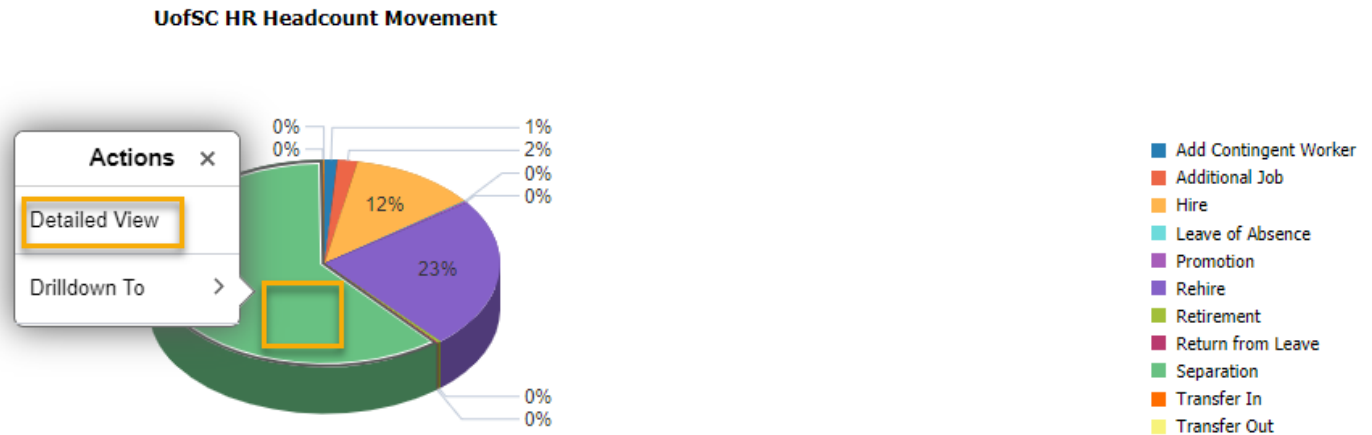
Employee ID	Empl Record	Job Action	Eff Date	Name	Business Unit	Department	Jobcode	Empl Class	Reports To
	0	Separation	07/16/2020		USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Research Assistant	STU	
	0	Rehire	07/16/2020		USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Athletics Assistant	STU	
	0	Separation	08/16/2020		USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Athletics Assistant	STU	
	0	Rehire	08/16/2020		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**. In this scenario we selected **Detailed View** of employees who have Separated.

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.

(Continued on next page)



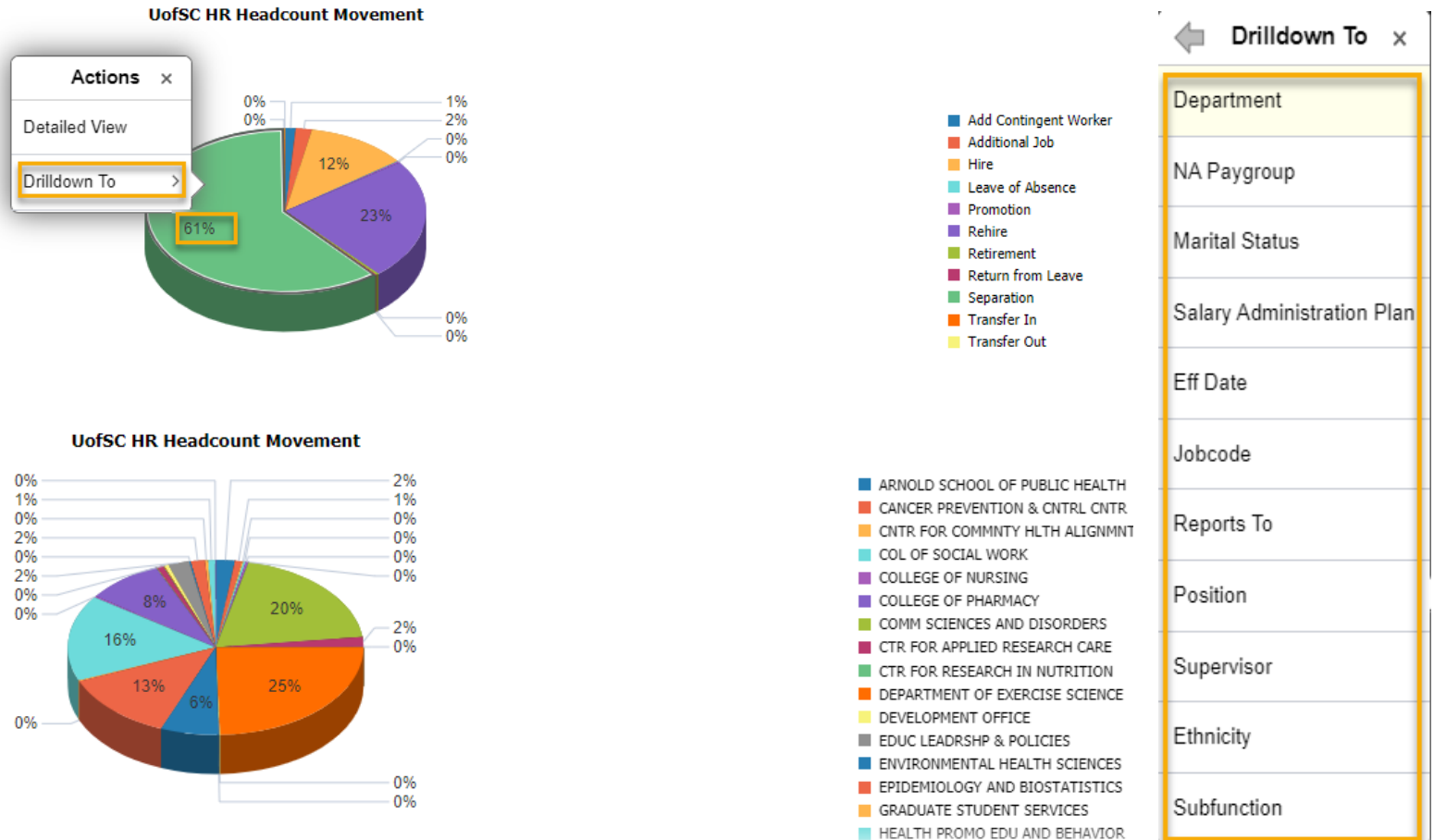
Employee ID	Empl Record	Job Action	Eff Date	Name	Business Unit	Department	Jobcode	Empl Class
0000000000	0	Separation	07/16/2020	XXXXXXXXXX	USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Research Assistant	STU
0000000000	0	Separation	08/16/2020	XXXXXXXXXX	USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Athletics Assistant	STU
0000000000	0	Separation	05/08/2021	XXXXXXXXXX	USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Athletics Assistant	STU
0000000000	1	Separation	08/18/2020	XXXXXXXXXX	USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Assistant Professor	DLI
0000000000	0	Separation	08/16/2020	XXXXXXXXXX	USC Columbia	COMM SCIENCES AND DISORDERS	Graduate Research Assistant	STU
0000000000	0	Separation	05/16/2021	XXXXXXXXXX	USC Columbia	COMM SCIENCES AND DISORDERS	Graduate Research Assistant	STU
0000000000	1	Separation	12/05/2020	XXXXXXXXXX	USC Columbia	COMM SCIENCES AND DISORDERS	Graduate Research Assistant	STU
0000000000	0	Separation	01/02/2021	XXXXXXXXXX	USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Associate Professor	FTE
0000000000	4	Separation	08/16/2020	XXXXXXXXXX	USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Summer	TFC
0000000000	0	Separation	02/16/2021	XXXXXXXXXX	USC Columbia	COMM SCIENCES AND DISORDERS	Undergraduate Research Asst	STU
0000000000	7	Separation	07/03/2020	XXXXXXXXXX	USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Summer	TFC
0000000000	8	Separation	07/03/2020	XXXXXXXXXX	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.

(Continued on next page)

Workforce Insight
UofSC Current Headcount
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Prompts

Indicator
Primary Job

Search Clear

Empl Class

- STU (329)
- FTE (188)
- RGP (102)
- TSF (59)
- AFL (54)
- TFC (20)
- TML (1)

Bus Unit

- USC Columbia (753)

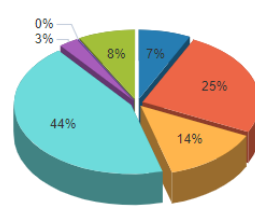
Jobcode

- Graduate Research Assistant (178)
- Graduate Athletics Assistant (54)
- Research Associate (42)
- Assistant Professor (31)
- Academic Affiliate (30)
- Associate Professor (28)
- Instructor (24)
- Graduate Instructional Asst (23)
- Graduate Teaching Assistant (23)

Rows
Empl Class

Columns
Location

UofSC Current Headcount



Empl Class	Percentage
AFL	7%
FTE	25%
RGP	14%
STU	44%
TFC	3%
TML	0%
TSF	8%

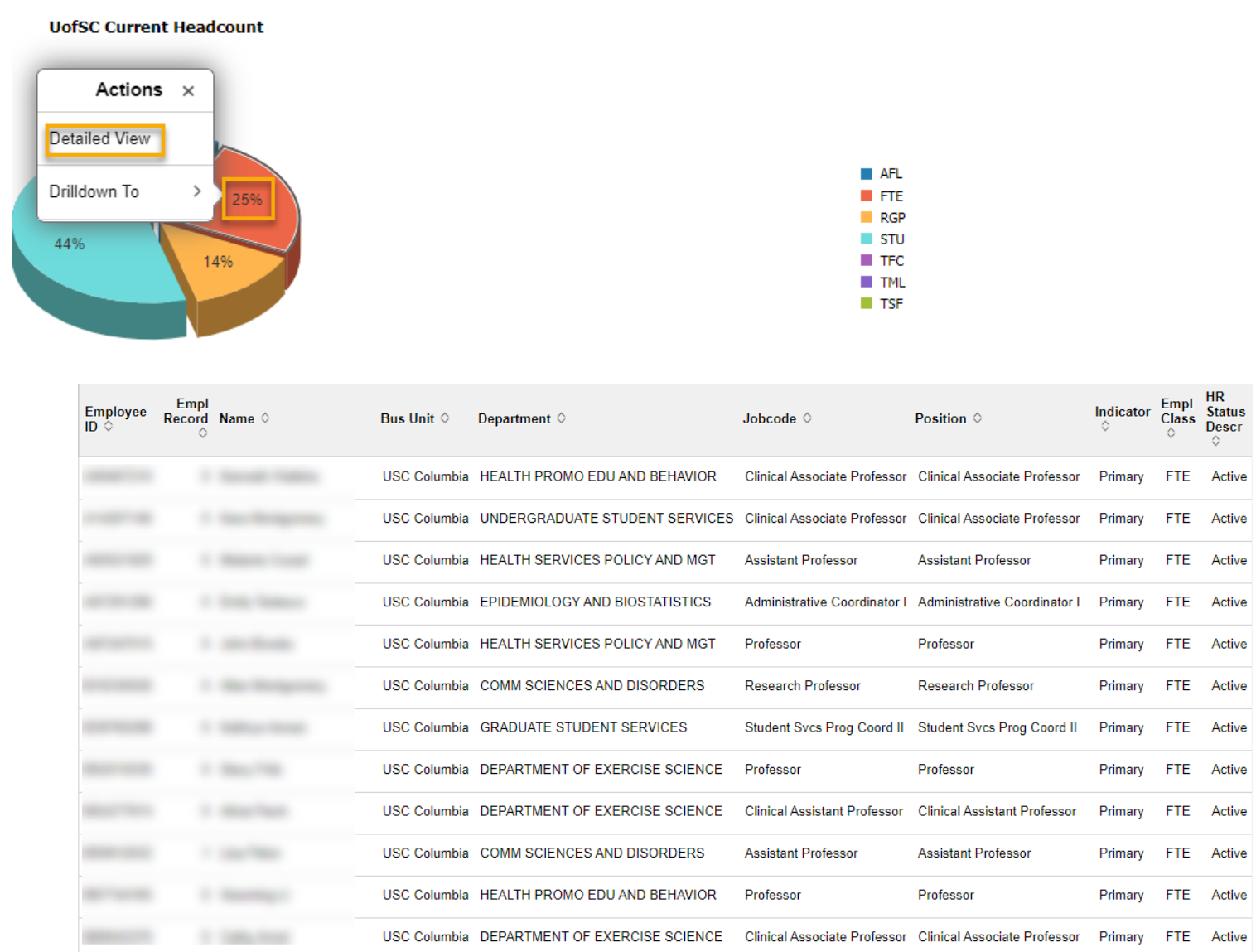
Employee ID	Empl Record	Name	Bus Unit	Department	Jobcode	Position	Indicator	Empl Class	HR Status	Orga Rel
...	0	...	USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Athletics Assistant		Primary	STU	Active	Emj
...	0	...	USC Columbia	COMM SCIENCES AND DISORDERS	Graduate Research Assistant		Primary	STU	Active	Emj
...	0	...	USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Clinical Associate Professor	Clinical Associate Professor	Primary	FTE	Active	Emj
...	0	...	USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Project Manager I	Project Manager I	Primary	RGP	Active	Emj

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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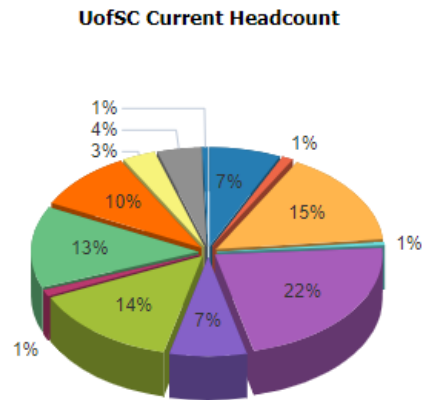
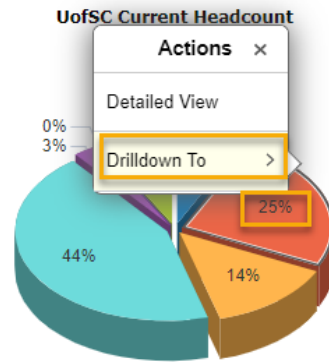


Step 10c: The UofSC Headcount Movement page continued.

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.



← Drilldown To ×

Business Unit
Company
Department
Organizational Relationship
Age Group
NA Paygroup
Gender
HR Status Descr
Reports To
Employee ID
HR Status
Name
Position
Supervisor
Resp Code
Faculty/Staff