



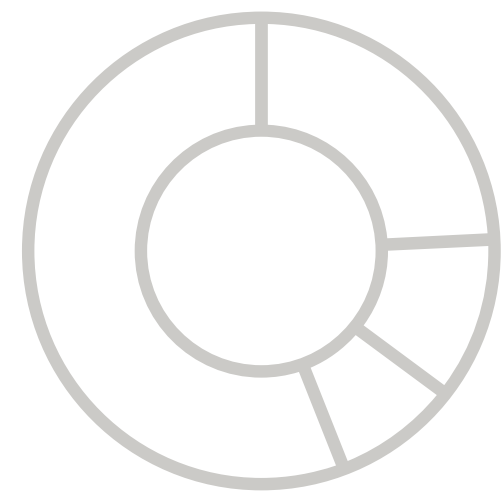
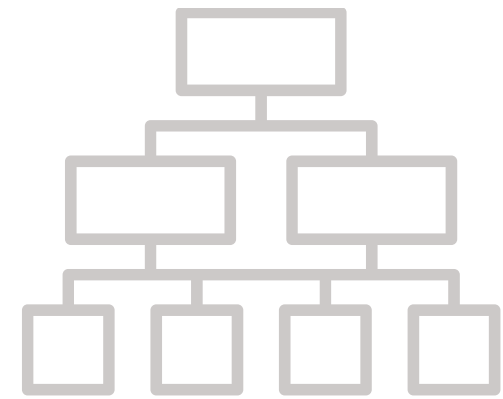
University Analytics  
& Institutional Research

# EXPLORE ARIZONA THROUGH DATA

Business Officer Central, DCCs, and Employee Transfers



# OVERVIEW



- Introductions
- Exploring Business Officer Central
- Exploring DCCs dashboard
- Exploring Employee Transfers dashboard
- Conclusion

# WHO WE ARE & WHY WE ARE HERE

**UAIR IS COMMITTED TO** providing data that empowers campus decision makers, informs policy and practice, and tells the Arizona story.



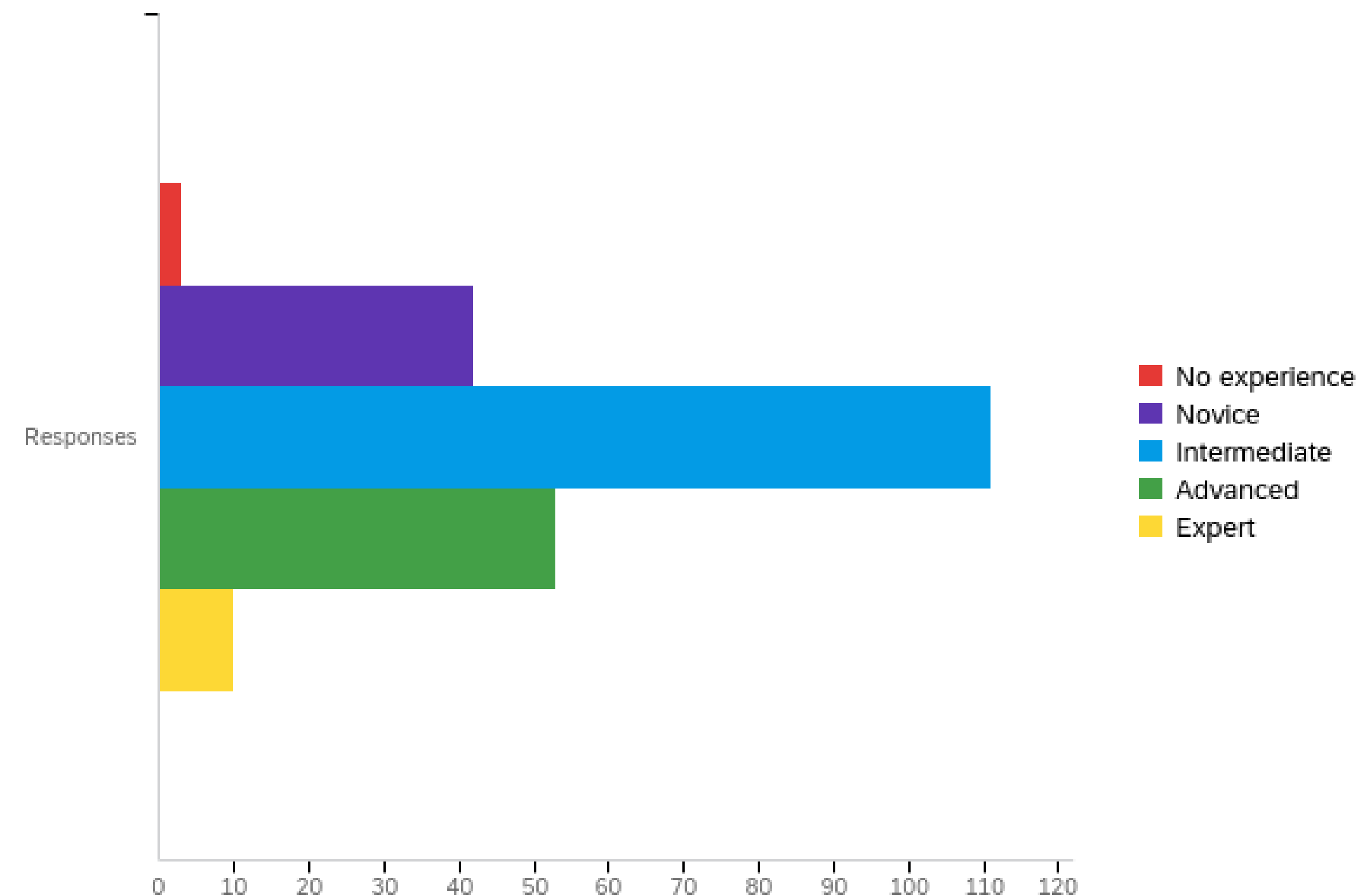
# What's changed and how can I use it?



# WELCOME | Who is here today?

Survey Question: Please rank your level of experience with the following UAccess Analytics products/services.

Navigating UAccess Analytics



# ACKNOWLEDGEMENTS | UAIR Team Members

## TODAY'S PRESENTERS

- Christopher Cherry, IT Training & Support Specialist
- Nick Martin, Data Analyst
- Mitch Owen, Senior Business Intelligence Developer

## TODAY'S PANELISTS

- Zelene Zazueta, Data Analyst
- Eddie Caratachea, Assistant Director
- Ashley Hurand, Assistant Director



# Why Business Officer Central?

- Go beyond a refresh of Business Manager Home Page
- Work with stakeholders to build something truly useful
- Create a portal to easily keep track of action items

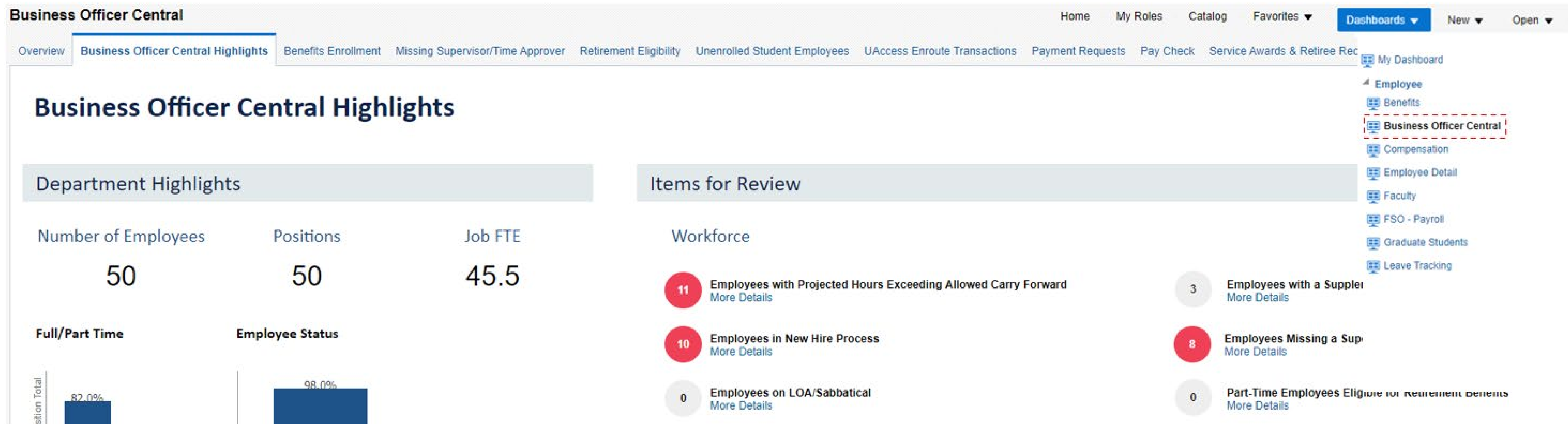


# Business Officer Central



# Business Officer Central

- Replacing the *Business Manager Home Page* (BMHP) dashboard.
- Can be found in UAccess Analytics under the Employee section of Dashboards



# Business Officer Central Highlights

## Business Officer Central Highlights

\* Department

Apply

Reset

### Department Highlights



### Special Dates & Milestones

☒ Current Month

☐ Current Fiscal Year

#### Employee Birthdays

Empl ID	Person Name	Birthdate
		01/14
		01/31

#### Employee Work Anniversary

Empl ID	Person Name	Years of Service
		22
		16

Rows 1 - 2

### Items for Review

Workforce

43

Employees with Projected Hours Exceeding Allowed Carry Forward

More Details

20

Employees in New Hire Process

More Details

0

Employees on LOA/Sabbatical

More Details

21

Employees with Pending Time Approvals

More Details

0

Employees in Benefit Enrollment Process

More Details

1

Employees with Visas Expiring Within 90 Days

More Details

0

Employee with FLSA Status Change Applied

More Details

3

Employees with a Supplemental Compensation Plan

More Details

2

Employees Missing a Supervisor/Time Approver

More Details

0

Part-Time Employees Eligible for Retirement Benefits

More Details

1

Positions Funded by Accounts Expiring Within 30 Days

More Details

0

Positions Ending in 30 Days

More Details

0

DCC Relationships Ending in 30 Days or Less

More Details

0

Unenrolled Student Employees

More Details

Financials

3

PCard Action Items

More Details

0

Accounts Expiring in 90 Days

More Details

# Business Officer Central Highlights

## Department Highlights

Number of Employees

86

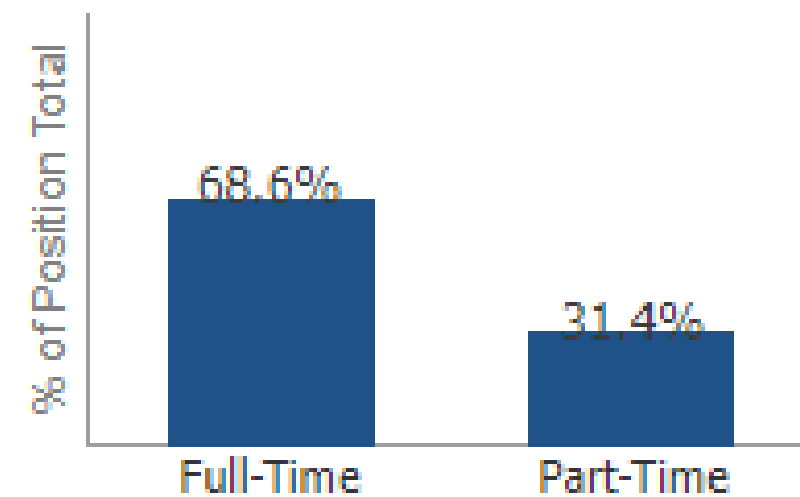
Positions

86

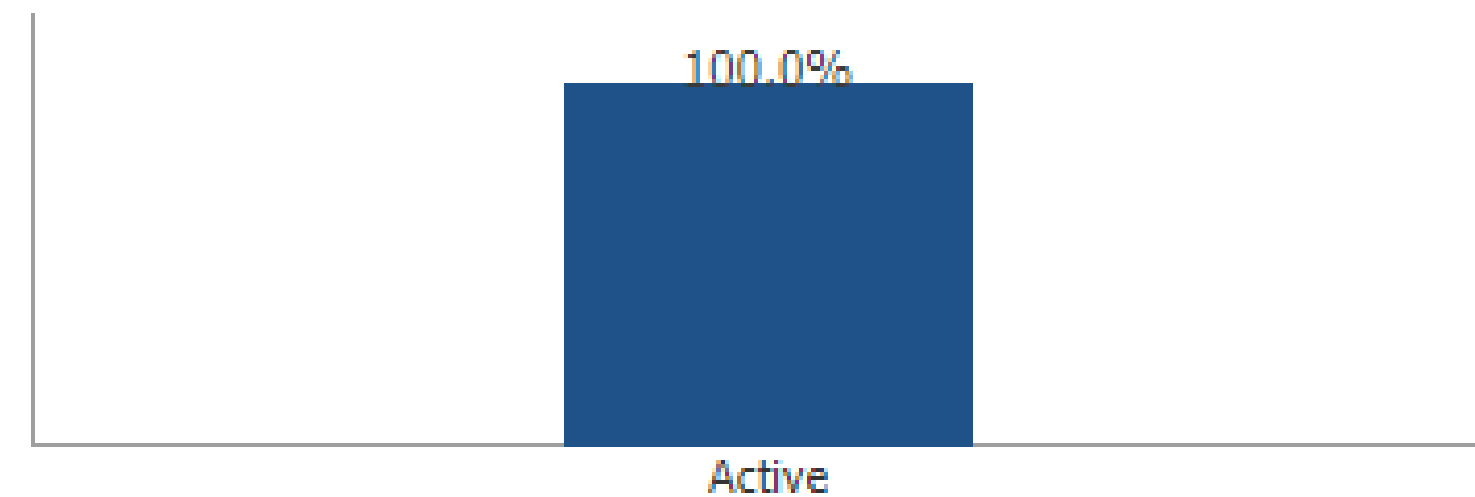
Job FTE

67.4

### Full/Part Time



### Employee Status



[More Details](#)

- Provides high level information about the department(s) workforce
- The "More Details" links goes to the *All Active Employees* dashboard page for additional details



# Business Officer Central Highlights

## Special Dates & Milestones

☒ Current Month ☐ Current Fiscal Year

### Employee Birthdays

Empl ID	Person Name	Birthdate
<a href="#">[Link]</a>	[Name]	01/14
<a href="#">[Link]</a>	[Name]	01/31

### Employee Work Anniversary

Empl ID	Person Name	Years of Service
<a href="#">[Link]</a>	[Name]	22
<a href="#">[Link]</a>	[Name]	16

- Table with the employee birthdays and work anniversaries occurring this month or fiscal year
- The EMPLID column contains links which goes to the *Employee Details* dashboard page for additional details about that Employee

# Business Officer Central Highlights

## Items for Review

### Workforce

43	Employees with Projected Hours Exceeding Allowed Carry Forward <a href="#">More Details</a>	3	Employees with a Supplemental Compensation Plan <a href="#">More Details</a>
20	Employees in New Hire Process <a href="#">More Details</a>	2	Employees Missing a Supervisor/Time Approver <a href="#">More Details</a>
0	Employees on LOA/Sabbatical <a href="#">More Details</a>	0	Part-Time Employees Eligible for Retirement Benefits <a href="#">More Details</a>
21	Employees with Pending Time Approvals <a href="#">More Details</a>	1	Positions Funded by Accounts Expiring Within 30 Days <a href="#">More Details</a>
0	Employees in Benefit Enrollment Process <a href="#">More Details</a>	0	Positions Ending in 30 Days <a href="#">More Details</a>
1	Employees with Visas Expiring Within 90 Days <a href="#">More Details</a>	0	DCC Relationships Ending in 30 Days or Less <a href="#">More Details</a>
0	Employee with FLSA Status Change Applied <a href="#">More Details</a>	0	Unenrolled Student Employees <a href="#">More Details</a>

■ The "More Details" links will go to a dashboard page providing additional details for that specific review item.

### Financials

3	PCard Action Items <a href="#">More Details</a>	0	Accounts Expiring in 90 Days <a href="#">More Details</a>
---	--	---	--



# Benefits Enrollment

- This dashboard displays employees who have not enrolled in benefits for open enrollment as well as new hires and benefits-eligible employees who have not made a retirement election or enrolled in benefits.

### Benefits Enrollment

This dashboard displays employees who have not enrolled in benefits for open enrollment as well as new hires and benefits-eligible employees who have not made a retirement election or enrolled in benefits. ...

[Read more](#)

College for Home Dept

Home Department

Employee Id

Employee Name

Apply

Reset

## Summary

Number of Employees

11

Number of employees with a benefits enrollment event in process

Events & Benefit Process

Event	Notified	Prepared	Grand Total
401a Retirement, no wait		4	4
Hire	3	2	5
Retirement Election (ORP elig)		2	2
Grand Total	3	8	11

## Details

College for Home Department	Home Department	Employee Id	Employee Name	Email Address	Work Phone	Event Date	Event Class	Event Description	Benefits Process
College for Home Department	College for Home Department	100001	John Doe	john.doe@university.edu	-	10/1/2023	RTR	401a Retirement, no wait	Prepared
		100002	Jane Smith	jane.smith@university.edu	555-555-5555	10/1/2023	RTR	401a Retirement, no wait	Prepared
	College for Home Department	100003	John Doe	john.doe@university.edu	-	10/1/2023	HIR	Hire	Notified
		100004	Jane Smith	jane.smith@university.edu	-	10/1/2023	RET	Retirement Election (ORP elig)	Prepared
	College for Home Department	100005	John Doe	john.doe@university.edu	-	10/1/2023	HIR	Hire	Prepared
		100006	Jane Smith	jane.smith@university.edu	-	10/1/2023	HIR	Hire	Prepared
	College for Home Department	100007	John Doe	john.doe@university.edu	-	10/1/2023	HIR	Hire	Notified
		100008	Jane Smith	jane.smith@university.edu	-	10/1/2023	HIR	Hire	Notified



# Missing Supervisor/Time Approver

- Brand new dashboard page
- Displays currently active employee positions missing a supervisor and/or a time approver.

## Missing Supervisor/Time Approver

This report displays currently active employee positions missing a Supervisor and/or a Time Approver.

College for Job Department

College for Home Department

ABOR Classification

--Select Value--

--Select Value--

--Select Value--

Job Department

Home Department

Missing Flag

--Select Value--

--Select Value--

--Select Value--

Apply

Reset

### Summary

Number of Employees

322

The number of employees who do not have a supervisor or time approver assigned to them

Missing Supervisor or Time Approver

	Number of Employees	% of Total
Missing Supervisor & Time Approver	74	23.7%
Missing Supervisor Only	60	19.2%
Missing Time Approver Only	179	57.4%

UA Title

	Number of Employees	% of Total
Graduate Associate, Teaching	48	15.4%
Graduate Associate, Research	27	8.7%
Student Group B	24	7.7%

Rows 1 - 3

### Detail

College for Job Department	Job Department	College for Home Department	Home Department	Missing Flag	Employee ID	Employee Name	ABOR Classification	Position Number	UA Title	Time Approver Name	Time Approver Employee Id	Supervisor Name	Supervisor Employee Id	Supervisor Email



# Retirement Eligibility

- This dashboard displays part-time employees in non-benefits eligible pay groups that may be subject to participating in a mandatory retirement plan.

## Retirement Eligibility

This dashboard displays part-time employees in non-benefits eligible pay groups that may be subject to participating in a mandatory retirement plan. It is used to identify employees trending toward working 20 or more hours per week for 20 or more weeks in the current fiscal year.

College for Job Dept

Job Department

Home Department

\* Fiscal Year

Number of Weeks At or Above 20 Hours

--Select Value--

--Select Value--

--Select Value--

2022

16

Employee Id

Employee Name

ABOR Classification

Paygroup

--Select Value--

--Select Value--

--Select Value--

--Select Value--

Apply

Reset

## Summary

### Number of Employees

4

Number of part-time employees the University is required to offer retirement benefits to

### Employees

Employee Id	Employee Name	Number of Weeks At or Above 20 Hours
1000000	John Doe	19
1000001	Jane Smith	19
1000002	Bob Johnson	19
1000003	Alice Williams	17

## Details

College for Job Dept	Job Department	Home Department	ABOR Classification	Paygroup	Employee Id	Employee Name	Position Number	Credits Taken	Academic Career	Week End Date	Week Begin Date	Hours by Position	Hours by Employee	Number of Weeks At or Above 20 Hours
College for Job Dept	Job Department	Home Department	ABOR Classification	Paygroup	Employee Id	Employee Name	Position Number	Credits Taken	Academic Career	Week End Date	Week Begin Date	Hours by Position	Hours by Employee	Number of Weeks At or Above 20 Hours
College for Job Dept	Job Department	Home Department	ABOR Classification	Paygroup	Employee Id	Employee Name	Position Number	Credits Taken	Academic Career	Week End Date	Week Begin Date	Hours by Position	Hours by Employee	Number of Weeks At or Above 20 Hours
College for Job Dept	Job Department	Home Department	ABOR Classification	Paygroup	Employee Id	Employee Name	Position Number	Credits Taken	Academic Career	Week End Date	Week Begin Date	Hours by Position	Hours by Employee	Number of Weeks At or Above 20 Hours
College for Job Dept	Job Department	Home Department	ABOR Classification	Paygroup	Employee Id	Employee Name	Position Number	Credits Taken	Academic Career	Week End Date	Week Begin Date	Hours by Position	Hours by Employee	Number of Weeks At or Above 20 Hours
College for Job Dept	Job Department	Home Department	ABOR Classification	Paygroup	Employee Id	Employee Name	Position Number	Credits Taken	Academic Career	Week End Date	Week Begin Date	Hours by Position	Hours by Employee	Number of Weeks At or Above 20 Hours
College for Job Dept	Job Department	Home Department	ABOR Classification	Paygroup	Employee Id	Employee Name	Position Number	Credits Taken	Academic Career	Week End Date	Week Begin Date	Hours by Position	Hours by Employee	Number of Weeks At or Above 20 Hours
College for Job Dept	Job Department	Home Department	ABOR Classification	Paygroup	Employee Id	Employee Name	Position Number	Credits Taken	Academic Career	Week End Date	Week Begin Date	Hours by Position	Hours by Employee	Number of Weeks At or Above 20 Hours
College for Job Dept	Job Department	Home Department	ABOR Classification	Paygroup	Employee Id	Employee Name	Position Number	Credits Taken	Academic Career	Week End Date	Week Begin Date	Hours by Position	Hours by Employee	Number of Weeks At or Above 20 Hours
College for Job Dept	Job Department	Home Department	ABOR Classification	Paygroup	Employee Id	Employee Name	Position Number	Credits Taken	Academic Career	Week End Date	Week Begin Date	Hours by Position	Hours by Employee	Number of Weeks At or Above 20 Hours

# Unenrolled Student Employees

- This dashboard is used to display student employees who are enrolled in less than 6 credit hours.

## Unenrolled Student Employees

This dashboard is used to display student employees who are enrolled in less than 6 credit hours.

The Credits Taken data is only included for the Spring and Fall terms. The report will display "NOT ENROLLED" when run during the Summer or Winter terms. The Student Credit data refreshes every Monday during the Spring and Fall terms.

College for Job Dept

--Select Value--

Job Department

--Select Value--

Home Department

--Select Value--

Employee Id

--Select Value--

Employee Name

--Select Value--

Apply

Reset

### Summary

Number of Unenrolled Student Employees

115

### Details

College for Job Dept	Job Department	Home Department	Employee Id	Employee Name	Employee Status	Position Number	UA Title	Primary Job Indicator	Compensation Rate	Job FTE	Total FTE	Last Reported Time	Expected End Date	Employee Record Number	Enrollment Check	Enrollment Detail	Supervisor Name



# UAccess Enroute Transactions

## UAccess Enroute Transactions

College

UAccess Enroute Transactions

Department

--Select Value--

Employee Id

--Select Value--

Employee Name

--Select Value--

Apply

Reset

This dashboard displays enroute transactions across all UAccess systems. By clicking on any of the numbers in blue, you will be directed to a dashboard page providing more details for that transaction type.

### Financials

170

Transaction Type	Initiated	Pending Approval
Grand Total	54	116
Disbursement Voucher	47	28
Distribution Of Income And Expense	3	2
Effort Certification		26
Payment Request		1
Procurement Card		56
Purchase Order Amendment	1	1
Requisition	2	2
Salary Expense Transfer	1	

### Employee

124

Transaction Type	Initiated	Pending Approval
Grand Total	66	58
Approval for Supplemental Comp	3	2
Create or Modify Positions	8	
Grads NoAs	2	1
I9 Form Approvals	37	4
Job Change Approvals	4	3
MSS Campus Colleague	3	
MSS Campus Colleague Modify		1
MSS Exception	1	1
MSS New Hire	3	
MSS Personal Info Update	1	

### Research

8

Transaction Type	Initiated	Pending Approval
Grand Total	7	1
Administrative Change (\$0)	2	1
New	3	
Renewal (competing)	1	
Revision (continuation/supplement, not yet routed)	1	

### Budget

No records found.

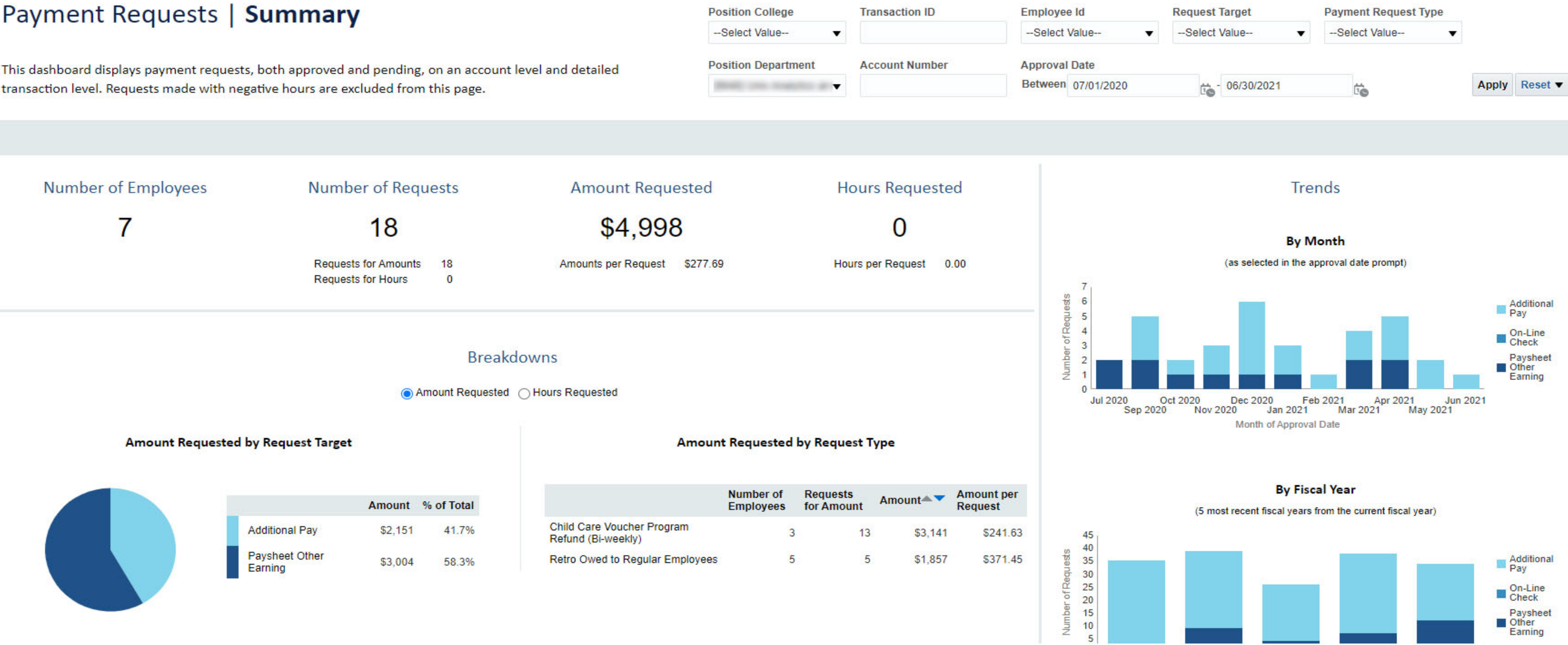
If you believe that you have received this message by error, please email the Admin Data team at [uair-admin-data@list.arizona.edu](mailto:uair-admin-data@list.arizona.edu) with the dashboard name and defined filters when you received this message.

[Refresh](#)



# Payment Requests | Summary

- Provides aggregate level highlights and trends for payment requests





# Payment Requests | Detail

- Provides the individual payment requests detail

## Payment Requests | Details

This dashboard displays payment requests, both approved and pending, on an account level and detailed transaction level.

Position College

--Select Value--

Transaction ID

Employee Id

--Select Value--

Request Target

--Select Value--

Payment Request Type

--Select Value--

Position Department

--Select Value--

Account Number

Approval Date

Between

07/01/2020

06/30/2021

\* Include Negative Hours Requested

No

Apply

Reset

Request Target	Request Type	Approval Date	Account Number	Transaction ID	Amount	Hours	Employee Id	Employee Name	Created By	Approver Name	Earnings Code	Earnings End Date	Status
Additional Pay	Additional Salary Increase	07/01/2020	-										

# Pay Check

- This dashboard displays pay check/advice report information for all employees within a specified distribution department and pay period.

## Pay Check

This dashboard displays pay check/advice report information for all employees within a specified distribution department and pay period.

The pay check department is where the employee's pay check is distributed. This is usually the employee's primary job department, however this can be overridden.

Pay Check College

--Select Value-- ▼

Employee Id

--Select Value-- ▼

Form ID

--Select Value-- ▼

Pay End Date

12/12/2021 12:00:00 AM ▼

Pay Check Department

--Select Value-- ▼

Employee Name

--Select Value-- ▼

Net Check Zero?

--Select Value-- ▼

Apply

Reset ▼

Pay Check College	Pay Check Department	Pay End Date	Employee Id	Employee Name	Form ID	Net Check Zero?	Total Gross Pay	Net Pay

# Service Awards

- This dashboard displays the employees receiving a service award in the current fiscal year.

## Service Awards

This dashboard displays service awards for active employees within a specified home department.

College for Home Title Department

--Select Value--

Home Title Department

Award

10 YEAR AWARD;15 YEAR

Employee ID

--Select Value--

Employee Name

--Select Value--

Employee Status

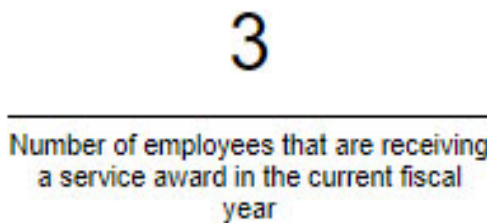
--Select Value--

Apply

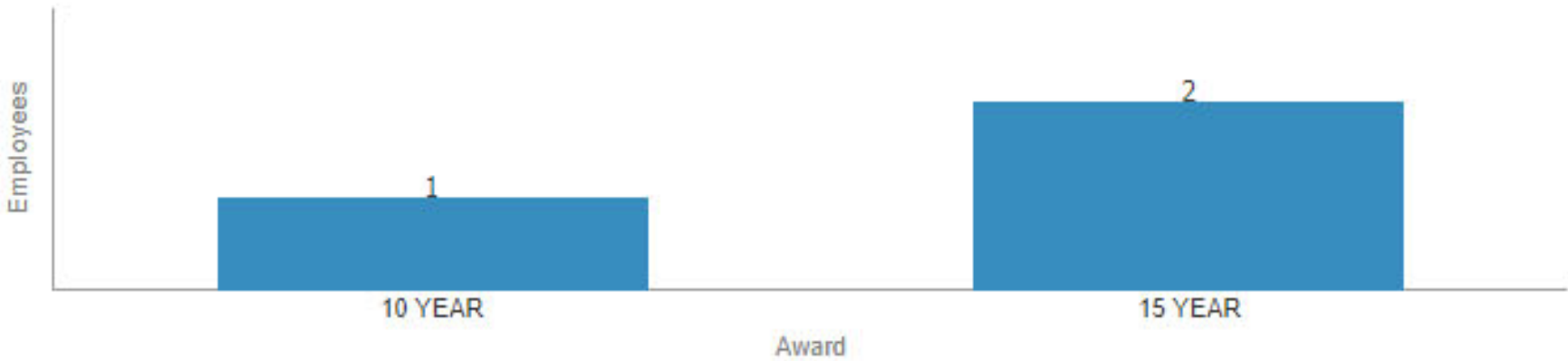
Reset

### Summary

Number of Employees



Service Awards Received



### Details

College for Home Title Department	Home Title Department	Award	Service Award Year	Years of Service (Based on Service Year)	Employee ID	Last Name	First Name	Employee Status	Original Hire Date





# Retiree Recognition

## Retiree Recognition

This dashboard displays employees who have retired within the current fiscal year.

College for Home Title Department

--Select Value--

Home Title Department

--Select Value--

Employee ID

--Select Value--

Employee Name

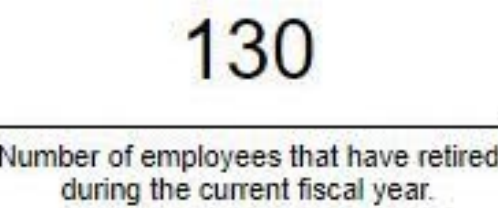
--Select Value--

Apply

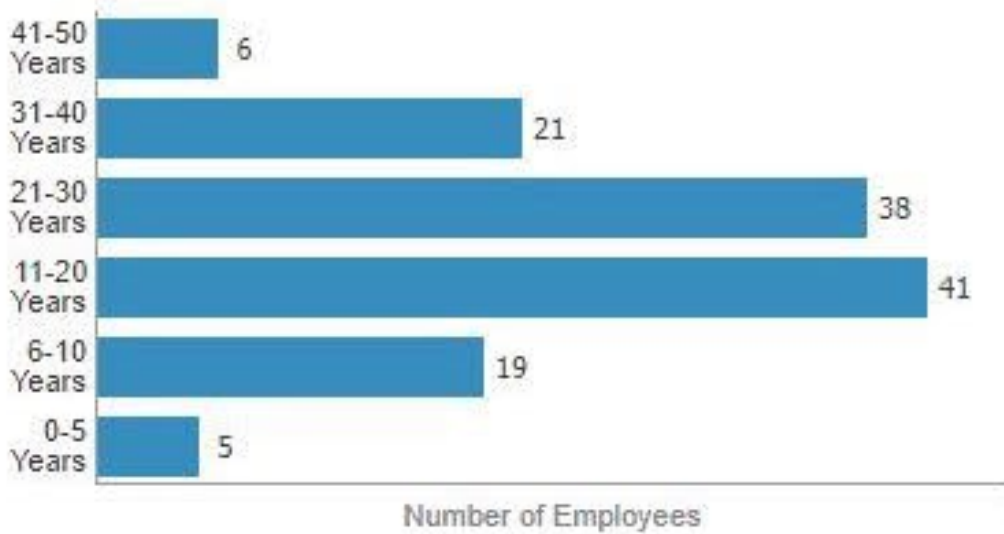
Reset

### Summary

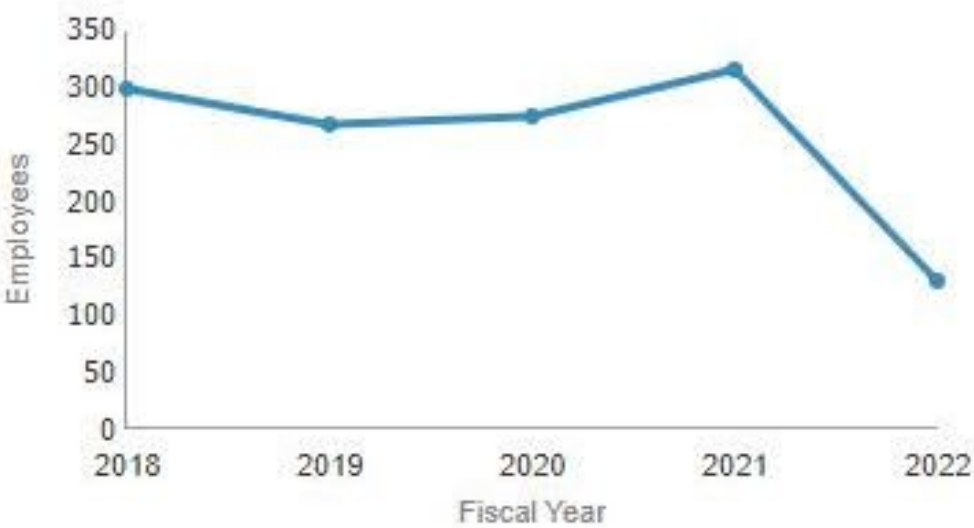
Number of Employees



Years of Service



Retirement Trends



### Details

College for Home Title Department	Home Title Department	Retirement Date	EmployeeID	Last Name	First Name	Award	Service Award Year	Years of Service (Based on Service Year)	Original Hire Date

# Affordable Care Act (ACA)

- This dashboard displays part-time employees in non-benefits eligible pay groups that may be subject to being offered benefits under the Affordable Care Act (ACA).

## Affordable Care Act (ACA)

This dashboard displays part-time employees in non-benefits eligible pay groups that may be subject to being offered benefits under the Affordable Care Act (ACA). It is used to monitor the number of weeks an employee works 30 or more hours in the standard measurement period (always October to October). For specifics regarding weekly reported time, please use the [Weekly Reported Time Dashboard](#).

College for Home Title Department

--Select Value--

Home Title Department

--Select Value--

College for Job Department

--Select Value--

Job Department

--Select Value--

Employee ID

--Select Value--

Employee Name

--Select Value--

ABOR Classification

--Select Value--

\* Measuring Period

10/01/2021 - 09/30/2022

Number of Weeks Above 30 Hours

10

Apply

Reset

College for Home Title Department	Home Title Department	College for Job Department	Job Department	Employee Id	Employee Name	ABOR Classification	Job FTE	Position Number	Primary Job Indicator	Paygroup	Measuring Period	Last Week Begin Date	Last Week End Date	Weeks With 30 Hours or Above

# Student Overhead

- This dashboard displays the student overhead charged to the account of a specific unit.

Student Overhead

This dashboard displays the student overhead charged to the account of a specific unit.

Job Department

--Select Value--

Position Number

--Select Value--

Account Number

--Select Value--

Pay End Date (Start)

07/01/2021 12:00:00 AM

Employee Id

--Select Value--

Employee Name

--Select Value--

Object Code

--Select Value--

Pay End Date (End)

Apply

Reset

Pay End Date	Job Department	Employee Id	Employee Name	Position Number	Account	Object Code	Monetary Amount	Supervisor Name

# Out-of-State Employees | Summary

## Out-of-State Employees | Summary

The purpose of this dashboard is to allow Business Managers to track their out-of-state employees. Employees who have an out-of-state business address show up in this dashboard and are considered out-of-state employees. ...

[Read more](#)

College for Job Dept

--Select Value--

Employee Status Code

--Select Value--

Job Department

--Select Value--

Employee Status Description

--Select Value--

Apply

Reset

Out-Of-State Employees

381

Number of employees currently working out-of-state

Full-Time Employees

147

Number of full-time employees currently working out-of-state

% of Total | 38.58%

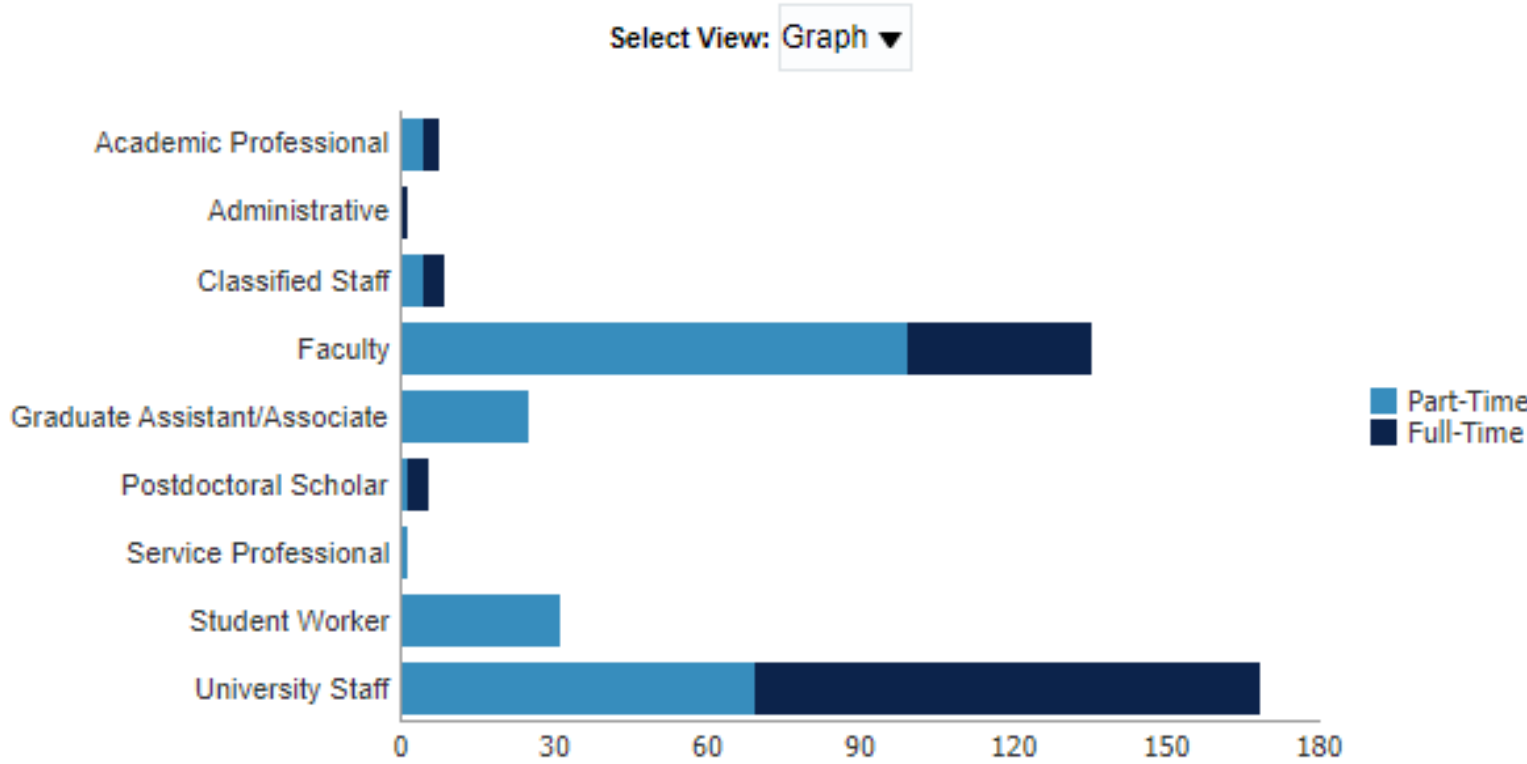
Part-Time Employees

234

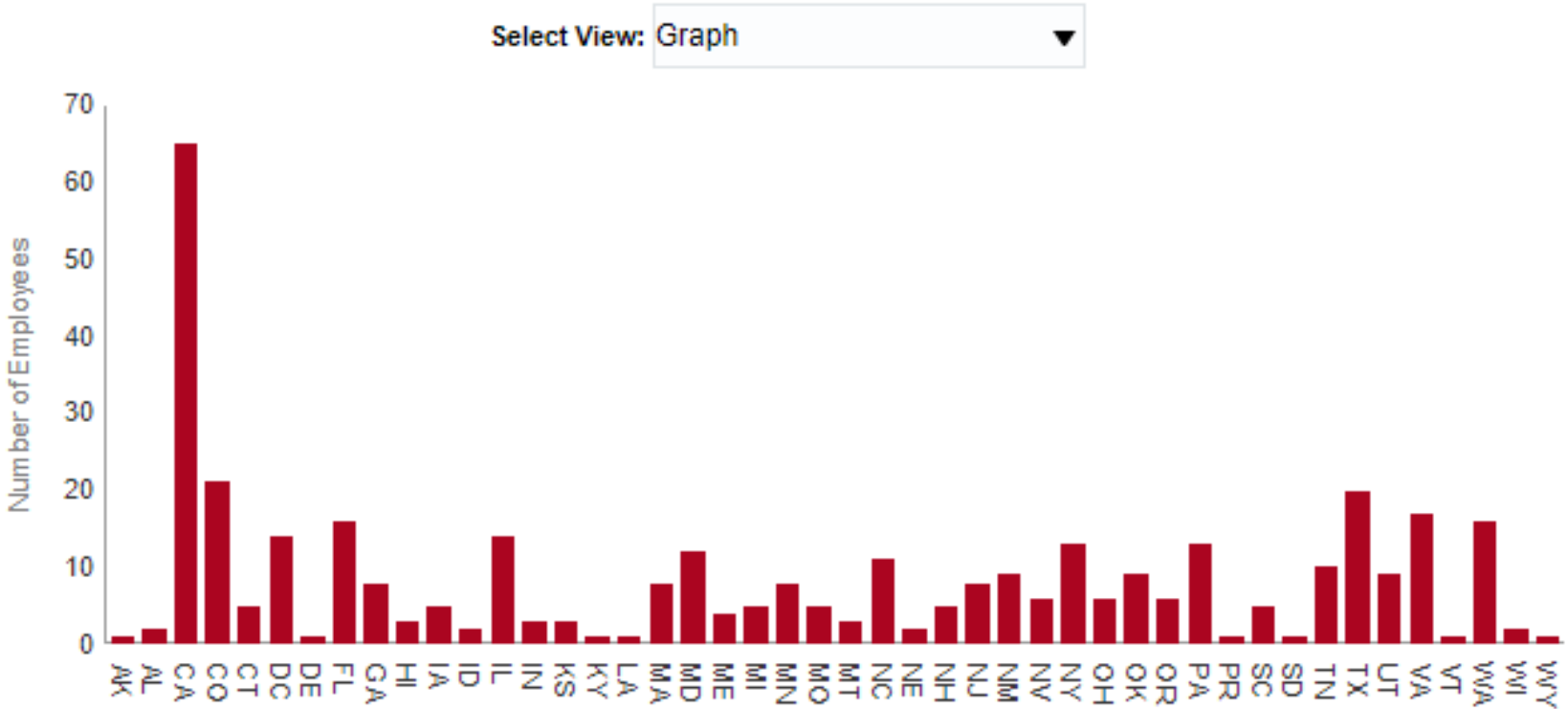
Number of part-time employees currently working out-of-state

% of Total | 61.42%

ABOR Classification



State





# Out-of-State Employees | Detail

## Out-of-State Employees | Detail

The purpose of this dashboard is to allow Business Managers to track their out-of-state employees. Employees who have an out-of-state business address show up in this dashboard and are considered out-of-state employees. ...

Read more

College for Job Dept

--Select Value--

Employee Status Code

--Select Value--

Job Department

--Select Value--

Employee Status Description

--Select Value--

Apply

Reset

College for Job Dept	Job Department	Employee ID	Employee Name	UA Title	Email Address	City	State	Address Variance?	Original Hire Day Date	Last Hire Day Date	FL SA Status Description	Full or Part-Time	FTE	Annualized Salary
College for Job Dept	Job Department	Employee ID	Employee Name	UA Title	Email Address	City	State	Address Variance?	Original Hire Day Date	Last Hire Day Date	FL SA Status Description	Full or Part-Time	FTE	Annualized Salary
		Employee ID	Employee Name	UA Title	Email Address	City	State	Address Variance?	Original Hire Day Date	Last Hire Day Date	FL SA Status Description	Full or Part-Time	FTE	Annualized Salary
College for Job Dept	Job Department	Employee ID	Employee Name	UA Title	Email Address	City	State	Address Variance?	Original Hire Day Date	Last Hire Day Date	FL SA Status Description	Full or Part-Time	FTE	Annualized Salary
		Employee ID	Employee Name	UA Title	Email Address	City	State	Address Variance?	Original Hire Day Date	Last Hire Day Date	FL SA Status Description	Full or Part-Time	FTE	Annualized Salary
College for Job Dept	Job Department	Employee ID	Employee Name	UA Title	Email Address	City	State	Address Variance?	Original Hire Day Date	Last Hire Day Date	FL SA Status Description	Full or Part-Time	FTE	Annualized Salary
		Employee ID	Employee Name	UA Title	Email Address	City	State	Address Variance?	Original Hire Day Date	Last Hire Day Date	FL SA Status Description	Full or Part-Time	FTE	Annualized Salary

# Overview

- Main navigation pane for the Business Officer Central dashboard pages
- Descriptions for every page/sub-page provided in the accordion

Overview

Business Officer Central Highlights

Benefits Enrollment

Missing Supervisor/Time Approver

Retirement Eligibility

Unenrolled Student Employees

UAccess Enroute Transactions

Payment Requests

Pay Check

Service Awards & Retiree Recognition

Affordable Care Act (ACA)

Student Overhead »

Overview | Additional Resources

## Overview

Welcome to the Business Officer Central Dashboard! This dashboard provides a means of monitoring business manager employee information.

### Dashboard Page and Sub-Page Descriptions

Business Officer Central Highlights	▼
UAccess Enroute Transactions	▼
Payment Requests	▼
Pay Check	▼
Service Awards & Retiree Recognition	▼
Retirement Eligibility	▼
Unenrolled Student Employees	▼
Affordable Care Act (ACA)	▼
Benefits Enrollment	▼
Student Overhead	▼
Out-of-State Employees	▼
Missing Supervisor/Time Approver	▼

### We Want to Hear From You

#### Welcome to the Employee Dashboards!

These dashboards contain a set of reports related to Employee and HR data. Some modifications and adjustments may be needed, and we certainly welcome your input!

If a report isn't working as expected, you think the data is incorrect or you have suggestions for improvement, please submit **Feedback** using the link below. Be as specific as possible.

If you need a report similar to one you find on these dashboards but customized to your specific unit needs, consider "stealing" that request and customizing it to make it your own.

[Dashboard Feedback](#)

### Contact

For additional contact information please go to the [Additional Resources](#) page.



# Overview | Additional Resources

- Contains links for contact information, additional reports, and forms.

Overview

Business Officer Central Highlights

Benefits Enrollment

Missing Supervisor/Time Approver

Retirement Eligibility

Unenrolled Student Employees

UAccess Enroute Transactions

Payment Requests

Pay Check

Service Awards & Retiree Recognition

Affordable Care Act (ACA)

Student Overhead »

⚙

Overview

Additional Resources

## Overview | Additional Resources

This page displays contact information, additional reports, and forms. Each report and form can be clicked on to open that item.

If contact information needs to be updated, please notify [uair-admin-data@list.arizona.edu](mailto:uair-admin-data@list.arizona.edu)

Contact

**Dashboard Feedback:**  
Email: [uair-admin-data@list.arizona.edu](mailto:uair-admin-data@list.arizona.edu)

**Payroll Information:**  
Email: [payroll@fso.arizona.edu](mailto:payroll@fso.arizona.edu)

**Benefits Information:**  
Email: [hrrsolutions@email.arizona.edu](mailto:hrrsolutions@email.arizona.edu)

**FSO Information:**  
<https://www.fso.arizona.edu/contact>

**Workforce Systems Information:**  
Email: [workforcesystems@email.arizona.edu](mailto:workforcesystems@email.arizona.edu)

**Recruitment Information:**  
<https://hr.arizona.edu/supervisors/recruitment>

**Service Award & Retiree Recognition Information:**  
Email: [serviceawards@arizona.edu](mailto:serviceawards@arizona.edu)

Additional Reports

Bulk Mail Information

Changes to H1 and J1 Visa Holders (Within Last Month)

Department Payroll Representatives

Expiration of Visa's for H1 and J1 Visa Holders (Current Pay Period)

Terminated Employees By Department

UA Cares Pledge Sheet Information

Vacant Positions Report

Forms

[Human Resource Forms \(https://hr.arizona.edu/forms\)](https://hr.arizona.edu/forms)

[Personnel Action Form \(PAF\)](#)

[Personnel Action Form \(PAF\) by Department](#)

[Personnel Action Form \(PAF\) by Department and Contract Length](#)

[Personnel Action Form \(PAF\) by Department and Paygroup](#)

[Position Control Form](#)

[Titles Form](#)

[Travel Authorization](#)



# Employee > Workforce Dashboard Pages



# Designated Campus Colleagues

- The "Designated Campus Colleagues" page is connected to Business Officer Central Highlights

## Business Officer Central Highlights

\* Department

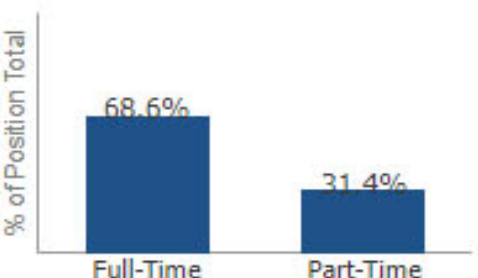
### Department Highlights

Number of Employees  
**86**

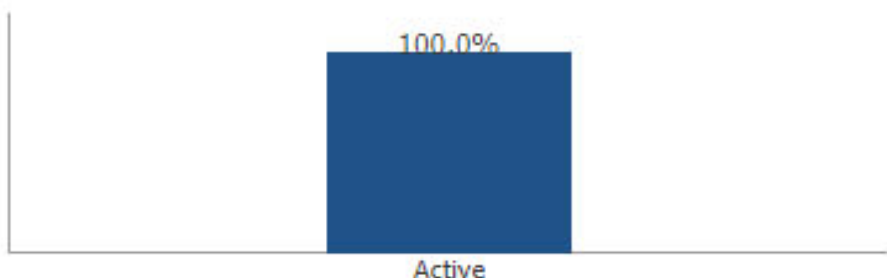
Positions  
**86**

Job FTE  
**67.4**

#### Full/Part Time



#### Employee Status



[More Details](#)

### Special Dates & Milestones

☒ Current Month ☐ Current Fiscal Year

#### Employee Birthdays

Empl ID	Person Name	Birthdate
		01/14
		01/31

#### Employee Work Anniversary

Empl ID	Person Name	Years of Service
		22
		16

Rows 1 - 2

### Items for Review

#### Workforce

- 43 Employees with Projected Hours Exceeding Allowed Carry Forward [More Details](#)
- 20 Employees in New Hire Process [More Details](#)
- 0 Employees on LOA/Sabbatical [More Details](#)
- 21 Employees with Pending Time Approvals [More Details](#)
- 0 Employees in Benefit Enrollment Process [More Details](#)
- 1 Employees with Visas Expiring Within 90 Days [More Details](#)
- 0 Employee with FLSA Status Change Applied [More Details](#)

#### Financials

- 3 PCard Action Items [More Details](#)

- 3 Employees with a Supplemental Compensation Plan [More Details](#)
- 2 Employees Missing a Supervisor/Time Approver [More Details](#)
- 0 Part-Time Employees Eligible for Retirement Benefits [More Details](#)
- 1 Positions Funded by Accounts Expiring Within 30 Days [More Details](#)
- 0 Positions Ending in 30 Days [More Details](#)
- 0 DCC Relationships Ending in 30 Days or Less [More Details](#)
- 0 Unenrolled Student Employees [More Details](#)

- 0 Accounts Expiring in 90 Days [More Details](#)





# Designated Campus Colleagues

- Displays the DCC's of a unit

## Designated Campus Colleagues

Designated Campus Colleagues (DCCs) contribute their time, services, and expertise to help the University accomplish its missions of teaching, research, and service. This dashboard is designed to support the management of these relationships.

If you would like more information on DCC's, please visit the [Human Resources - Designated Campus Colleagues](#) web page.

College  
--Select Value--

DCC Type  
--Select Value--

DCC Sub Category  
--Select Value--

DCC Id  
--Select Value--

Sponsor Name  
--Select Value--

Department  
--Select Value--

DCC Type Description  
--Select Value--

DCC Effective Status  
Active

DCC Name  
--Select Value--

Affiliate Institution  
--Select Value--

Apply

### Summary

Number of DCC's

10

Number of DCC Types:

3

Number of UA Titles:

3

Number of Sponsors:

3

DCC's per Sponsor:

3.0

Number of Affiliations:

1

DCC's per Affiliation:

10.0

DCC Attributes

Select a view: DCC Type

DCC Type	Number of DCC's	% of Total
Independent Contractor	8	80.0%
Government Agency Staff	1	10.0%
Inter-Institution Fac/Staff	1	10.0%

Analyze - Export

Sponsors and Affiliations

Select a view: Sponsors

Sponsor Name	Number of DCC's	% of Total
Independent Contractor	8	80.0%
Government Agency Staff	1	10.0%
Inter-Institution Fac/Staff	1	10.0%

Analyze - Export

### Details

College	Department	DCC Id	DCC Name	Net ID	DCC Type	DCC Sub Category Description	UA Title	DCC Effective Status	UA Email Address	Personal Email Address	Sponsor Id	Sponsor Name	Sponsor Department	Affiliate Institution Description	Expected End Date	Visa Expiration Date
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# Employee Transfers

- Previously the "Inter-Department Transfers" dashboard page
- Displays the transfers, into and out, of a specific college or department

## Employee Transfers

This dashboard displays the transfers of employees from one College or Department to another.

The summary section displays the trends which occurred over the effective date period selected in the prompts. Providing aggregate level insights of the title and departmental changes that transpired from the transfers into and out of the College or Department. The detail section provides the details of each transfer, the view selector at the top of the section allows you to view only transfers into or out of the College or Department.

College  
--Select Value--

Employee Id  
--Select Value--

Effective Date (Start) to  
01/19/2017 12:00:00 AM

Effective Date (End)  
01/19/2022 12:00:00 AM

Department  
--Select Value--

Employee Name  
--Select Value--

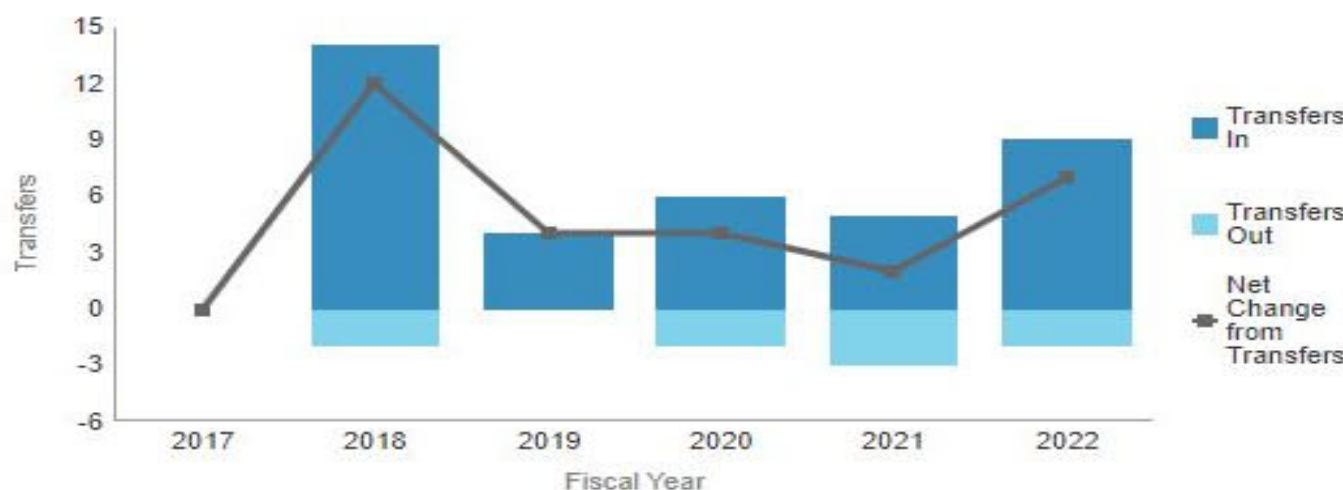
Transaction Number

Apply

## Summary

### Trends

Number of Transfers: 47  
Net Transfers: +29  
Average Annual Net Transfers: +5.8



### Transfers In

Number of Transfers: 38

Select a view: New Title

New Title	Transfers	% of Total
Analyst, Data II	7	18.4%
Data Analyst	7	18.4%
Graduate Assistant	6	15.8%
Business Intelligence Dev	3	7.9%
Student Group B	3	7.9%
Analyst	2	5.3%
Assistant Director	1	2.6%

Rows 1 - 7  
Export

### Transfers Out

Number of Transfers: 9

Select a view: Prior Title

Prior Title	Transfers	% of Total
Administrative Assistant	1	11.1%
Analyst, Data IV	1	11.1%
Business Manager	1	11.1%
Communications Specialist	1	11.1%
Coordinator	1	11.1%
Data Analyst	1	11.1%
Enterprise Info Analyst	1	11.1%

Rows 1 - 7  
Export

## Details

\* Select a View: Transfers In



# THE VALUE OF CUSTOMER EXPERIENCE

UAIR is here to provide ongoing customer experience, training, and support. We want the campus community to have the knowledge and the know-how to take full advantage of our products and services.

# STILL WANT TO KNOW MORE?

**TAKE ADVANTAGE OF OUR KNOWLEDGE.** UAIR is here to enhance data literacy and customer experience for campus.

- **UAIR Newsletter**  
(providing information and news to the campus community)
- **UAccess Analytics Training**  
(basic & intermediate level workshops)
- **Analytics Office Hours**  
(visit with our staff to have your individual questions answered)
- **UAccess Community**  
(a community of users and resources)
- **Data Exploration Series**  
(providing quarterly data literacy presentations)

Visit our website for more information or to sign-up: <https://uair.arizona.edu/>



# University Analytics & Institutional Research

## THANK YOU

Let us know how we did. Please take our survey!

