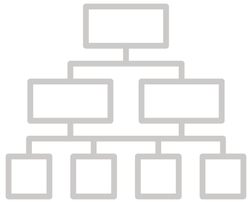
University Analytics
& Institutional Research

EXPLORE ARIZONA THROUGH DATA

FOCUS ON EMPLOYEE DATA

OVERVIEW



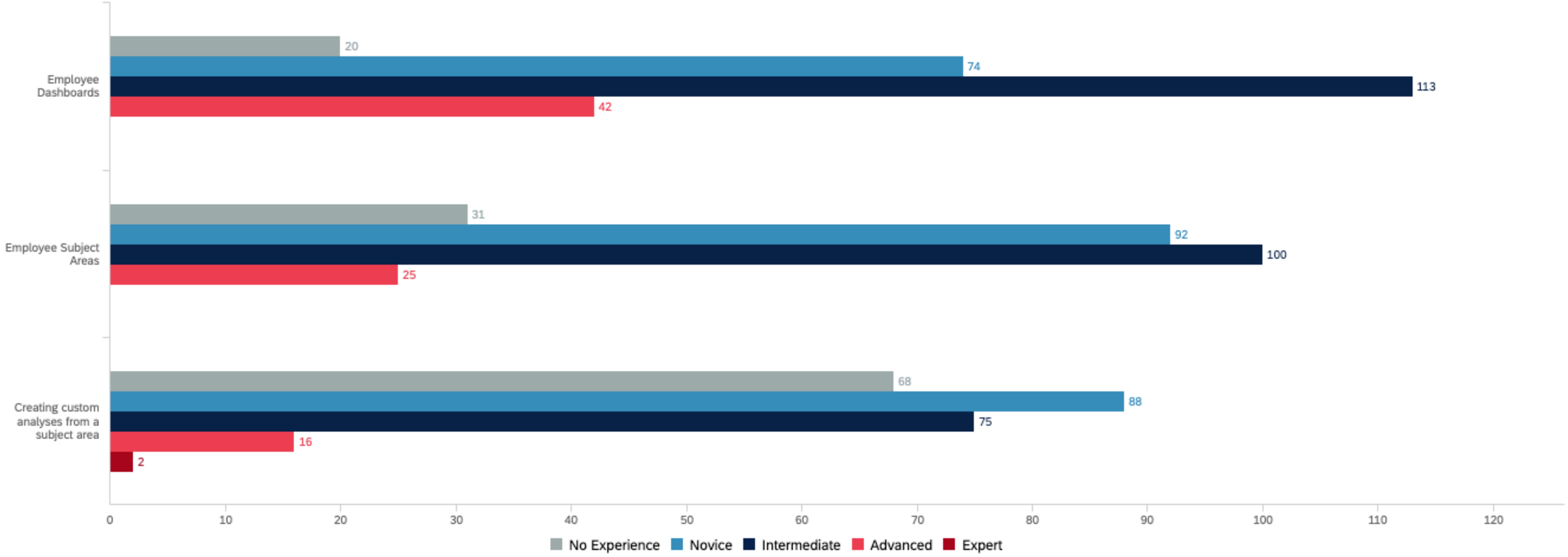
- WELCOME & INTRODUCTIONS
- EXPLORING DATA LITERACY
- EXPLORING INTERACTIVE FACT BOOK
- EXPLORING WORKFORCE
- EXPLORING COMPENSATION
- CONCLUSION

What can I learn from the available data?

What do I need to know before exploring employee data?

WELCOME | Who is here today?

Survey Question 3: Please rank your level of experience with the following UAccess Analytics products/services.



ACKNOWLEDGEMENTS | UAIR Team Members

TODAY'S PRESENTERS

- Eddie Caratachea, Program Manager, Administrative Data
- Ashley Hurand, Program Manager, Customer Experience & Support
- Jessica Gerlach, IT Training & Support Specialist

ADMINISTRATIVE DATA TEAM

- Youpeng Cai, Business Intelligence Developer
- Stacey Goddard, Data Analyst
- Mitch Owen, Senior Business Intelligence Developer
- Jeff Schwarz, Business Intelligence Developer
- Abraham Silva, Data Analyst
- Nick Martin, Data Analyst

CUSTOMER EXPERIENCE & SUPPORT TEAM

- Karen Flores Data Analyst
- Nick Letson, Communications Specialist
- Jessica Hamar Martinez, Senior Data Analyst
- Amanda Shero, Project Manager
- Lauren Shriver Isely, Data Analyst
- Jenn Schilling, Data Analyst

EXPLORING DATA LITERACY

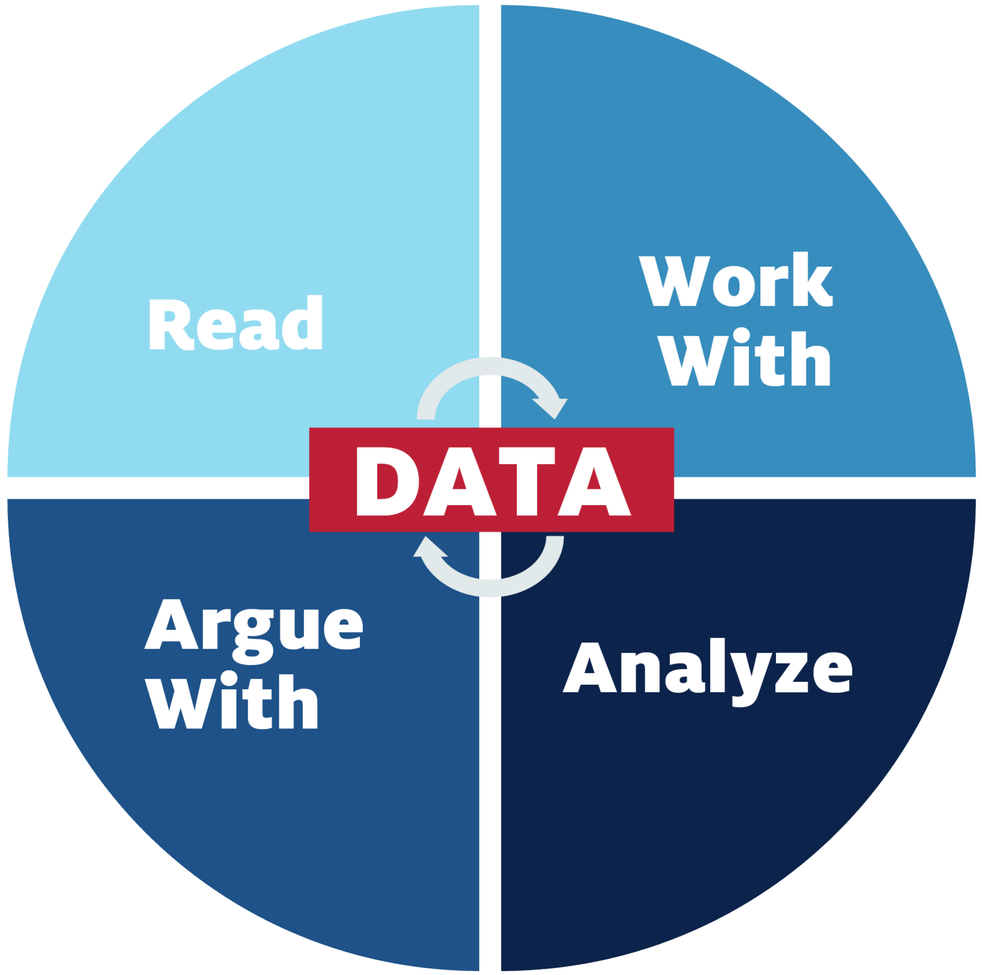
Jessica Gerlach, IT Training & Support Specialist

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 IS DATA LITERACY?

DATA LITERACY is the ability to read, work with, analyze, and argue with data. Improving data literacy hones your decision-making ability.



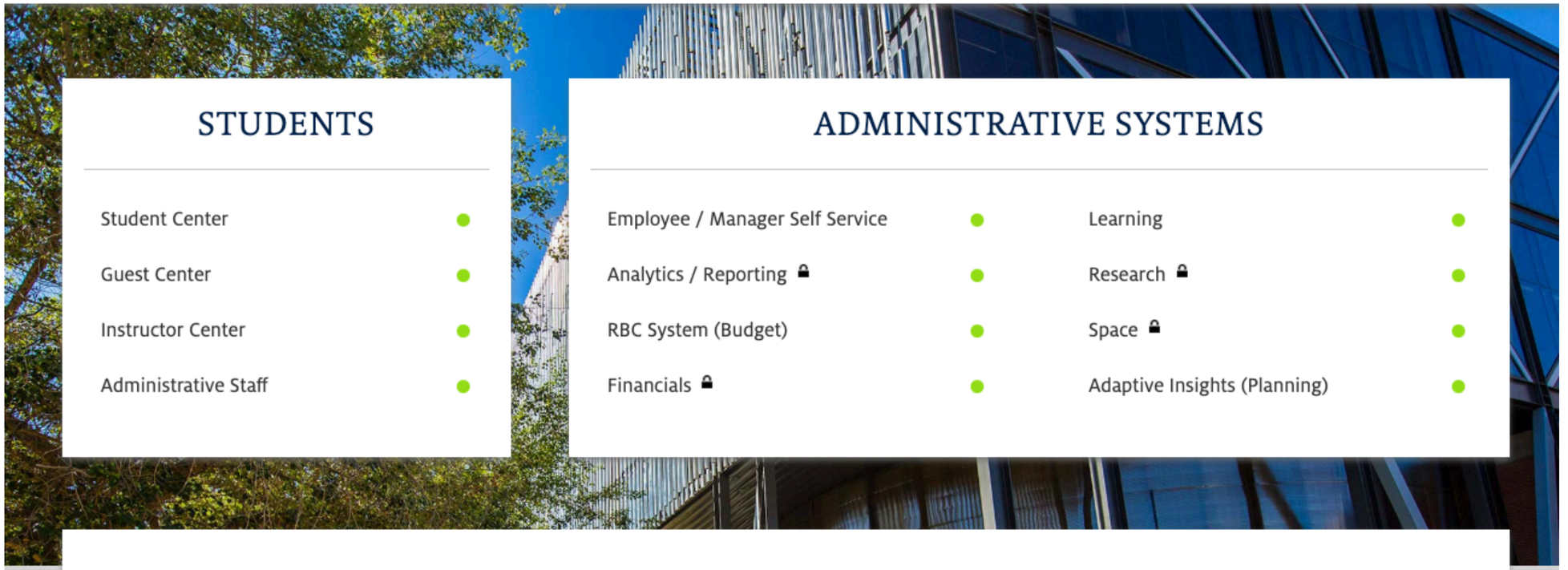
DATA-INFORMED DECISION MAKING

EVERY EMPLOYEE should be empowered to make data informed decisions. We are committed to empowering the university community to understand and work with data.

How do I know where my data comes from and if it is accurate?

HOW MANY OF YOU INPUT DATA INTO UACCESS SYSTEMS?

UAccess



STUDENTS

Student Center	●
Guest Center	●
Instructor Center	●
Administrative Staff	●

ADMINISTRATIVE SYSTEMS

Employee / Manager Self Service	●	Learning	●
Analytics / Reporting 🔒	●	Research 🔒	●
RBC System (Budget)	●	Space 🔒	●
Financials 🔒	●	Adaptive Insights (Planning)	●

SUPPORT

24/7 IT Support Center

- Request Assistance or Report a Problem

Requesting Access

- UAccess Access Provisioning Tool 🔒

UAccess Community

- System Resources, Forums and Training

INFORMATION

University Business Event Tracking

- University Business Event Tracking (UBET)

Maintenance Window

- Every Sunday, 6am to 6pm

Financials Batch Processing

- Mon-Fri, 8pm to 7am
- Sat-Sun, midnight to 5:30am
- Wed of Payroll Weeks, 7pm to 7am

LEGEND

- ● = System up
- ▲ = Intermittent or limited access
- ■ = System down
- 🔒 = Restricted Access System
  Requires use of the UA VPN when accessed from off-campus. For assistance, please contact the 24/7 IT Support Center, at 626-TECH (8324).

WHERE DOES THE DATA COME FROM?

DATA must be collected, organized, and stored in a data warehouse. The systems that collect this data are often referred to as transaction systems. At the University of Arizona, most of our data originates in the UAccess Systems.

How can I better leverage employee data in my job?

When and how do I best use the Interactive Fact Book?

EXPLORING THE INTERACTIVE FACT BOOK: FACULTY AND STAFF

Jessica Gerlach, IT Training & Support Specialist

THE VALUE OF THE INTERACTIVE FACT BOOK

UAIR MAINTAINS THE INTERACTIVE FACT BOOK, a user friendly and interactive online tool that empowers leaders with information that focuses on student, staff, faculty, and finance data.

How many faculty and staff are employed at the university?

THE UNIVERSITY OF ARIZONA

Institutional Profile

ADMISSIONS & ENROLLMENT | FALL 2019

45,918
Enrolled Students

FALL ENROLLMENT
Campus and Career

FACULTY & STAFF | FALL 2019

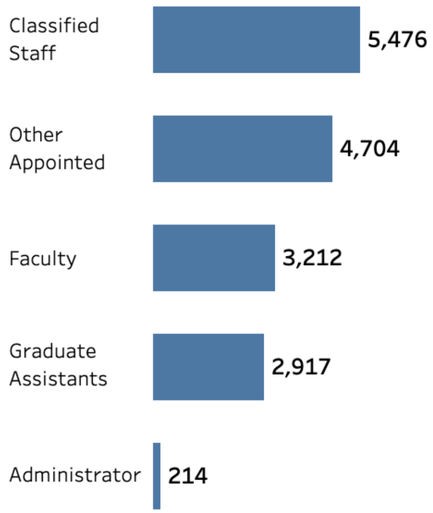
16,523
Employees

3,212
Faculty

FACULTY
Tenure Track

Tenured	1,236
Tenure Eligible	413
Other Faculty	1,563

EMPLOYEE HEADCOUNT

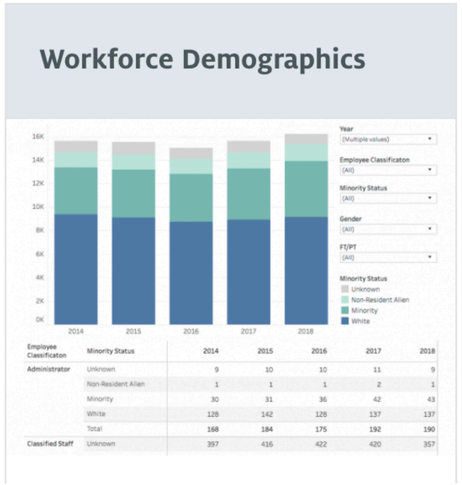


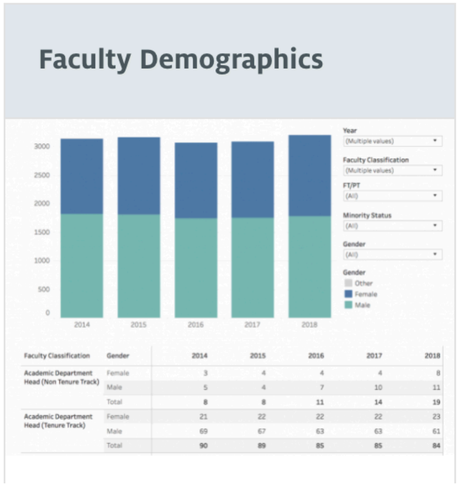
EMPLOYEE DEMOGRAPHICS
Gender and IPEDS Race/Ethnicity

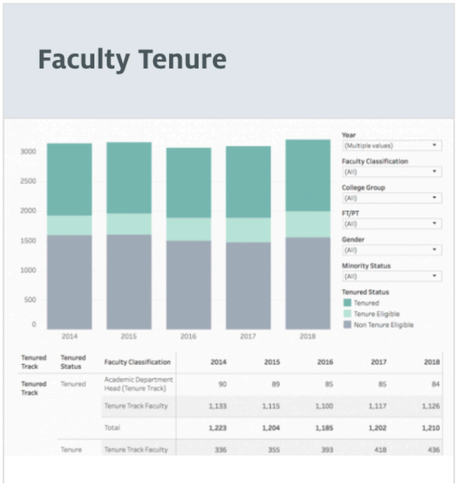
	Fem..	Male
American Indian or Alaska Native	0.6%	0.3%
Asian	2.4%	2.3%
Black or African American	1.1%	0.9%
Hispanic or Latinx	16.6%	10.0%
International	3.7%	5.5%
Native Hawaiian or Other Pacific Islander	0.1%	0.1%
Two or more races	1.0%	0.7%
White	26.8%	23.5%
Not Reported	2.2%	2.3%
Grand Total	54.4%	45.6%

FREELY AVAILABLE TO EVERYONE

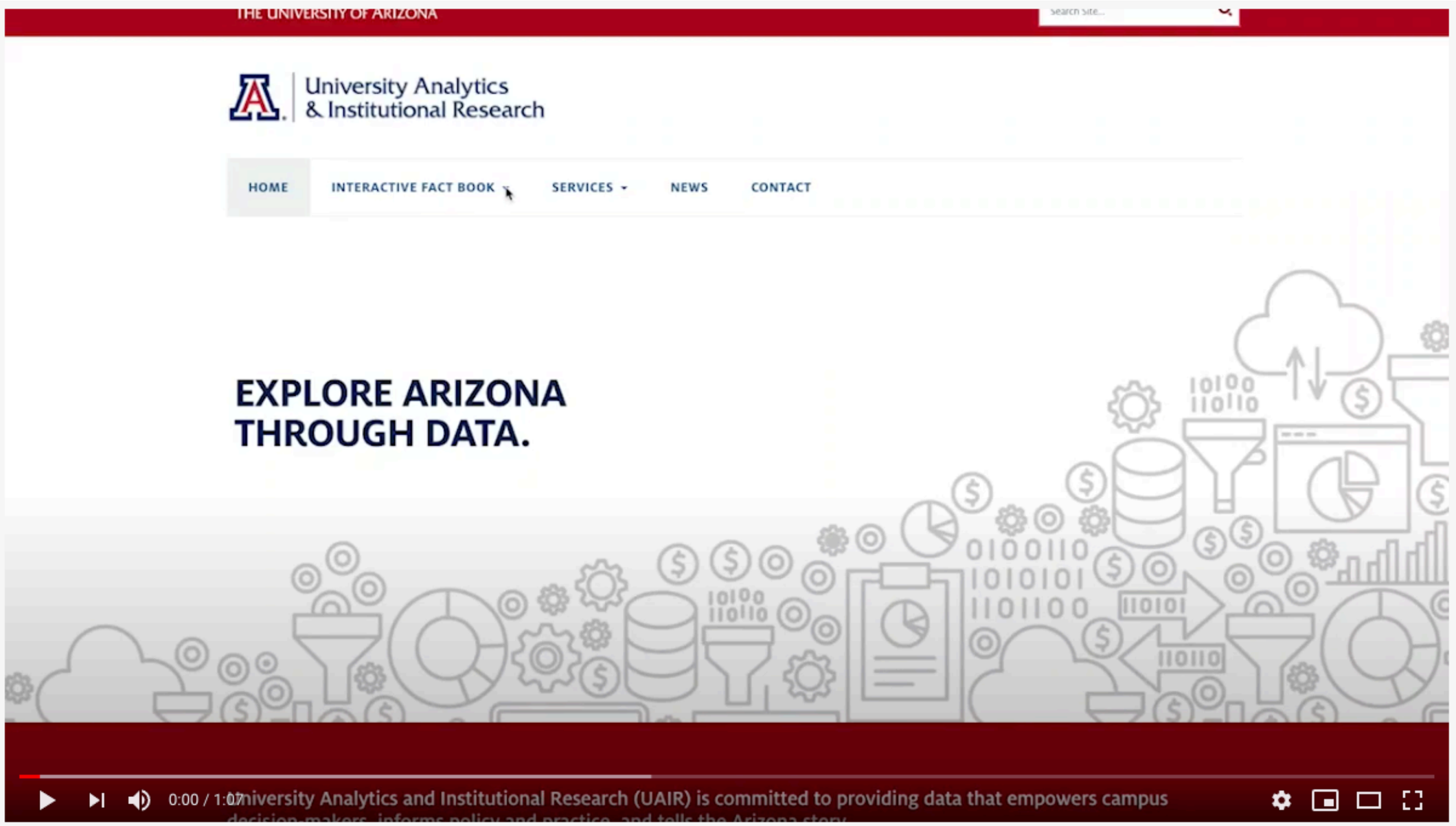
INTERACTIVE FACT BOOK contains current and historical data about the University of Arizona, including information on Student, Faculty & Staff, Finance, and Research.



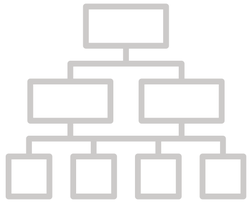




View navigation video: https://youtu.be/HkSr2z5R_o0



WHAT QUESTIONS CAN IT ANSWER?



- What is the employee headcount for the university?
- What are the employee demographics?
- How have the number of employees and the demographics changed in the last five years?
- How many tenure-track faculty work on campus?
- How diverse is employment on our campus?
- How many employees are part-time?

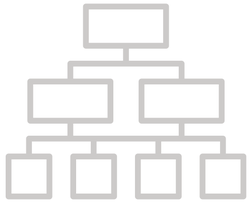
How can I better analyze my college or departments employees?

EXPLORING WORKFORCE DATA

Eddie Caratachea, Program Manager, Administrative Data &

Ashley Hurand, Program Manager, Customer Experience & Support

WORKFORCE DATA



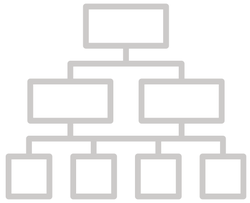
- **DATA SOURCES: SUBJECT AREAS**
  - HCM – Census Data*
  - HCM – Employee Job Detail*
  - HCM – Employee Position History
  - HCM – Employee Profile
- **TOOLS: WORKFORCE DASHBOARDS**
  - Demographics
  - All Active Employees
  - Separations
  - Hires and Rehires

Security Role: Open to users with Employee Medium or higher

**Subject areas are currently only available to UAIR developers.*

What is a subject area?

WORKFORCE DATA



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**Subject areas are currently only available to UAIR developers.*

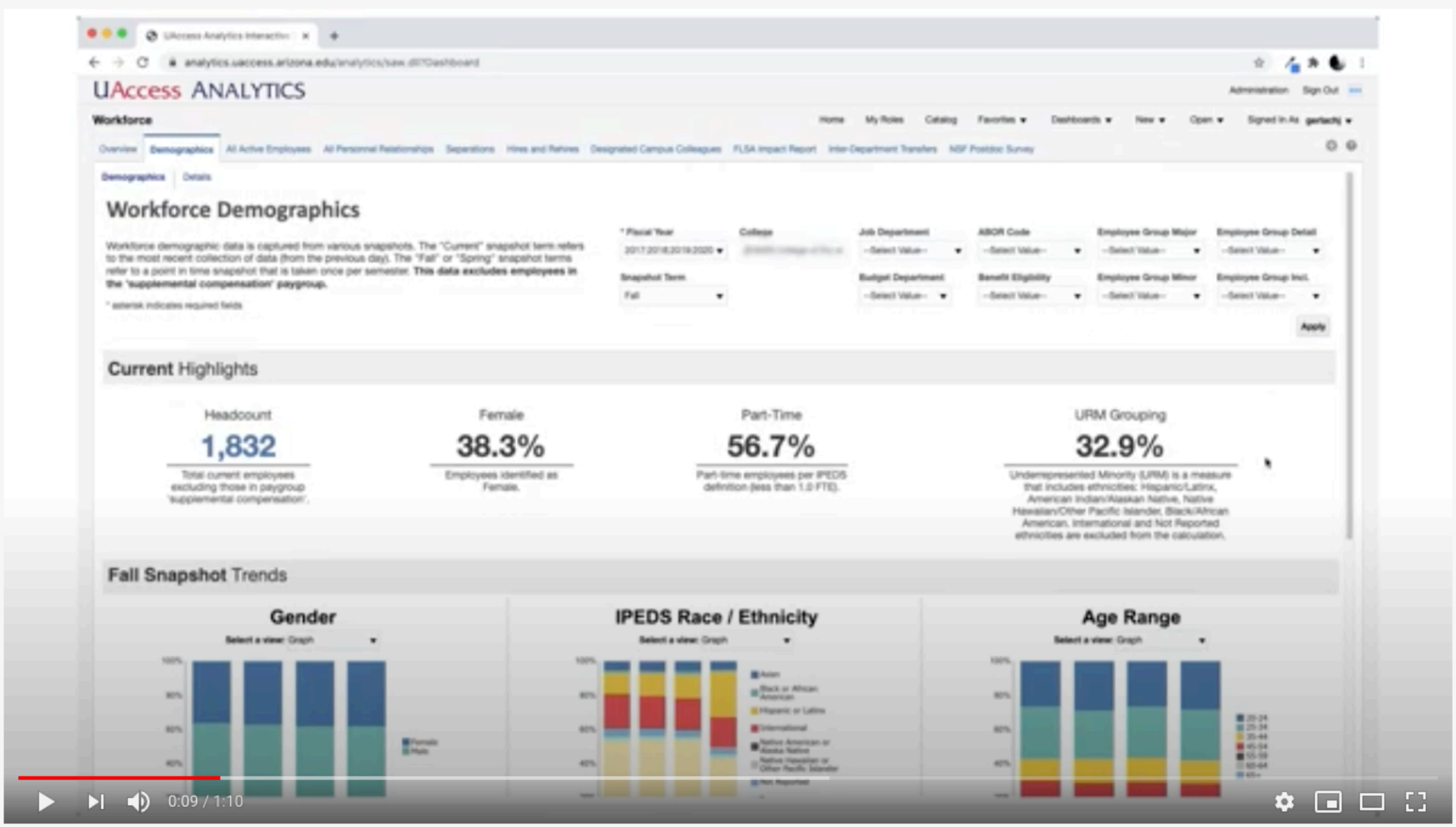
What information is available on employee demographics for my department or college?

The **Workforce Demographics** dashboard provides employee data based on various snapshots of data for the university. These snapshots occur once per semester (Spring and Fall). The Current snapshot term refers to the most recent collection of data (from the previous day).

Please note: The data presented in this dashboard excludes employees in the "supplemental compensation" paygroup.

Path to Reports: UAccess Analytics Dashboards > Employee > Workforce > Demographics

View navigation video: https://youtu.be/ru9Je0nTbbs



Why is demographics data important?

One example of the importance of demographics data can be found in the university work to develop a comprehensive approach to increase diversity within faculty ranks. Deans, heads, chairs, and directors may be required to know the current state of their respective units to tackle these issues and develop appropriate plans in coordination with University goals.

https://provost.arizona.edu/content/salary-equity-review-tenure-tenure-eligible-faculty

Why is demographics data important?

As an Arizona land grant institution, the University is committed to serving the community, people and economy of Arizona.

As a result, there are many initiatives in the strategic plan including:

1. Institutionalizing commitment to Hispanic advancement
2. Increasing Native American Advancement & Tribal engagement

These efforts may begin to reflect in the demographic composition of workforce in the next few years.

Pillar 3: The Arizona Advantage // Driving Social, Cultural, and Economic Impact
https://strategicplan.arizona.edu/arizona-advantage

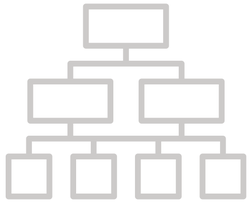
Why is demographics data important?

University of Arizona has ranked nationally on *Forbes'* third annual "Best Employers for Diversity" list, placing 241 out of 500 businesses with at least 1000 employees.

University of Arizona initiatives that support inclusive workplace environments have been credited as a leading contributor to this achievement. Fostering inclusive environments for UA colleges/departments has become increasingly important to retain and attract new talent.

https://hr.arizona.edu/news/2020/01/forbes-names-uarizona-best-employer-diversity

What questions can be answered using this tool?



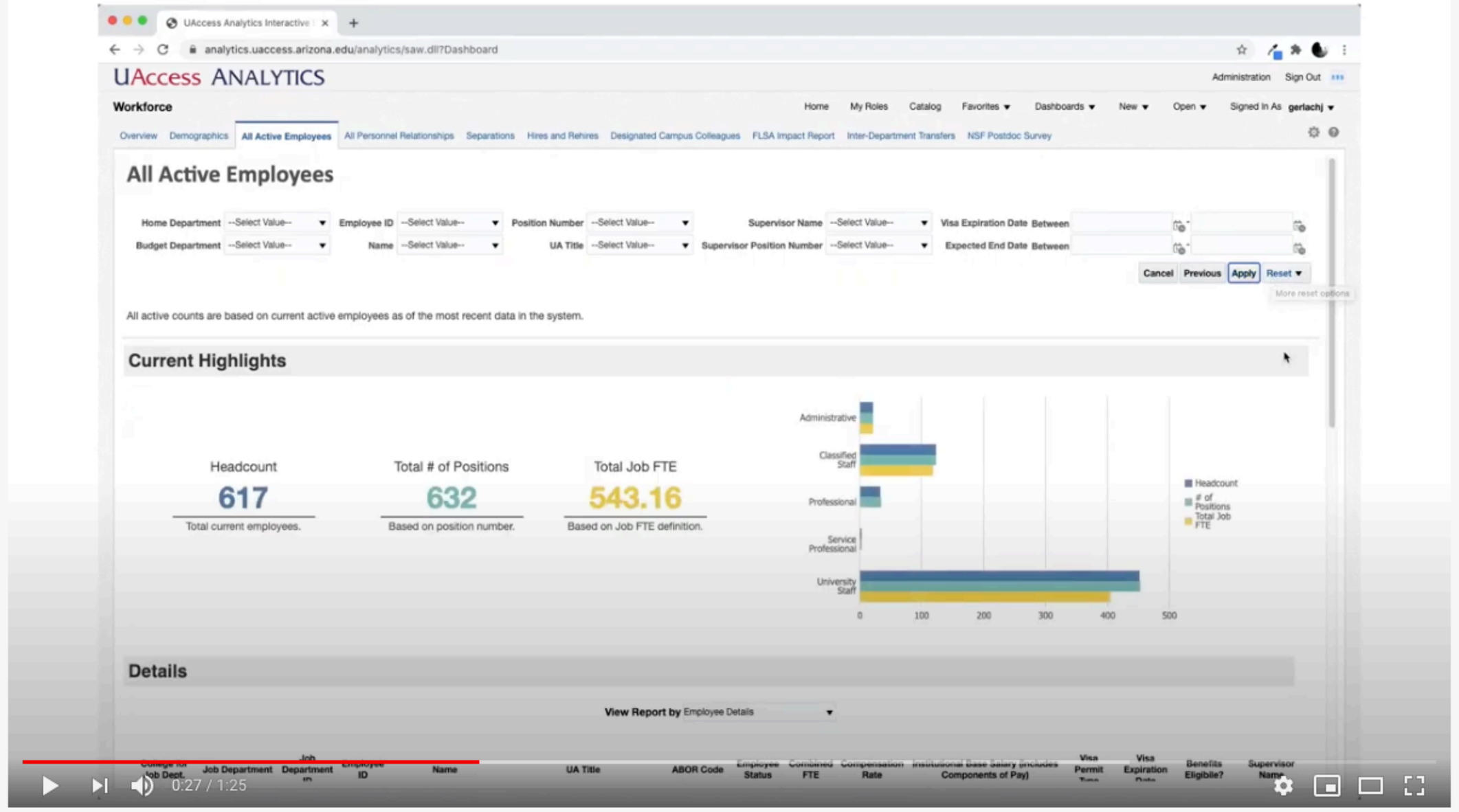
- How many employees are currently in my unit (excluding supplemental compensation paygroup)?
- What are the demographic counts and percentages of employees by gender, ethnicity, age range, tenure/contract status, or ABOR code?
- How are our demographic groups changing over time?

How many active employees and positions are in my college or department?

The **Workforce All Active Employees** dashboard provides employee data based on on active employees as of the most recent data in the system. The data can be filtered by several different prompts including college, department, employee, and position information.

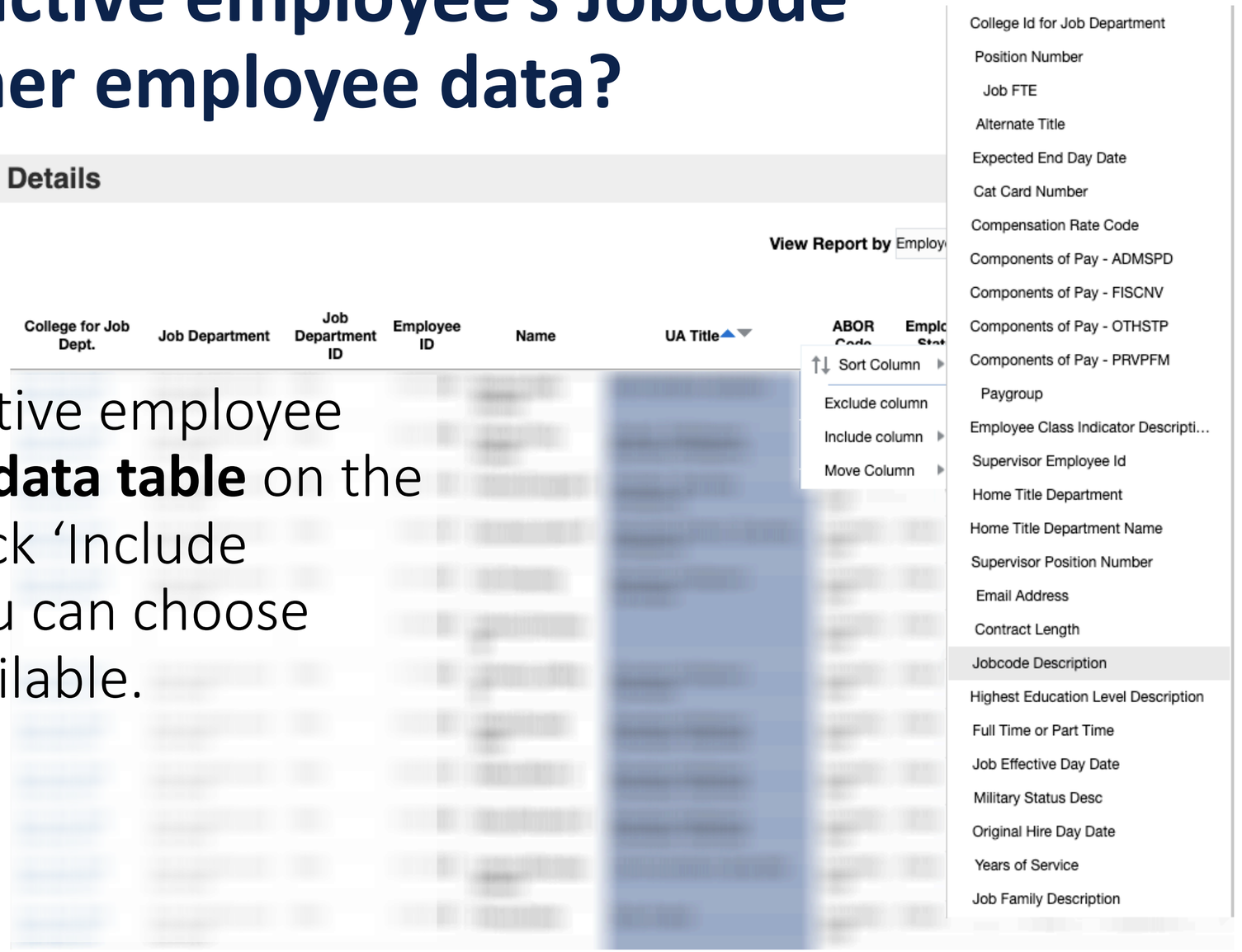
Path to Reports: UAccess Analytics Dashboards > Employee > Workforce > All Active Employees

View navigation video: https://youtu.be/PVvYCKRjTlU



How do I find an active employee's Jobcode Description or other employee data?

To include additional active employee data, **right click on the data table** on the dashboard page and click 'Include column.' From there you can choose from the list of data available.



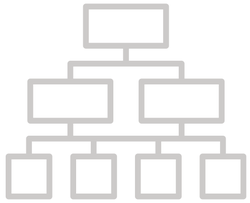
Why is active employee data important?

Supporting excellent education, scientific explorations and innovations requires the unique skills and contributions of UArizona employees.

Having data for active employees readily available facilitates colleges' and departments' efforts to maintain and support their current workforce by providing aggregated counts as well as details at the individual level.

Pillar 5: Institutional Excellence // Ensuring UA Lives its Values and Innovative Culture to Enable an Efficient, High Performing Academic and Administrative Enterprise
https://strategicplan.arizona.edu/institutional-excellence

What questions can be answered using this tool?



- How many active employees are in my unit?
- What are the number of total positions?
- What is the total Job FTE in my college/department?
- Where can I find a list of current employees?
- What is the Institutional Base Salary for employees?
- Who works under a specific supervisor?

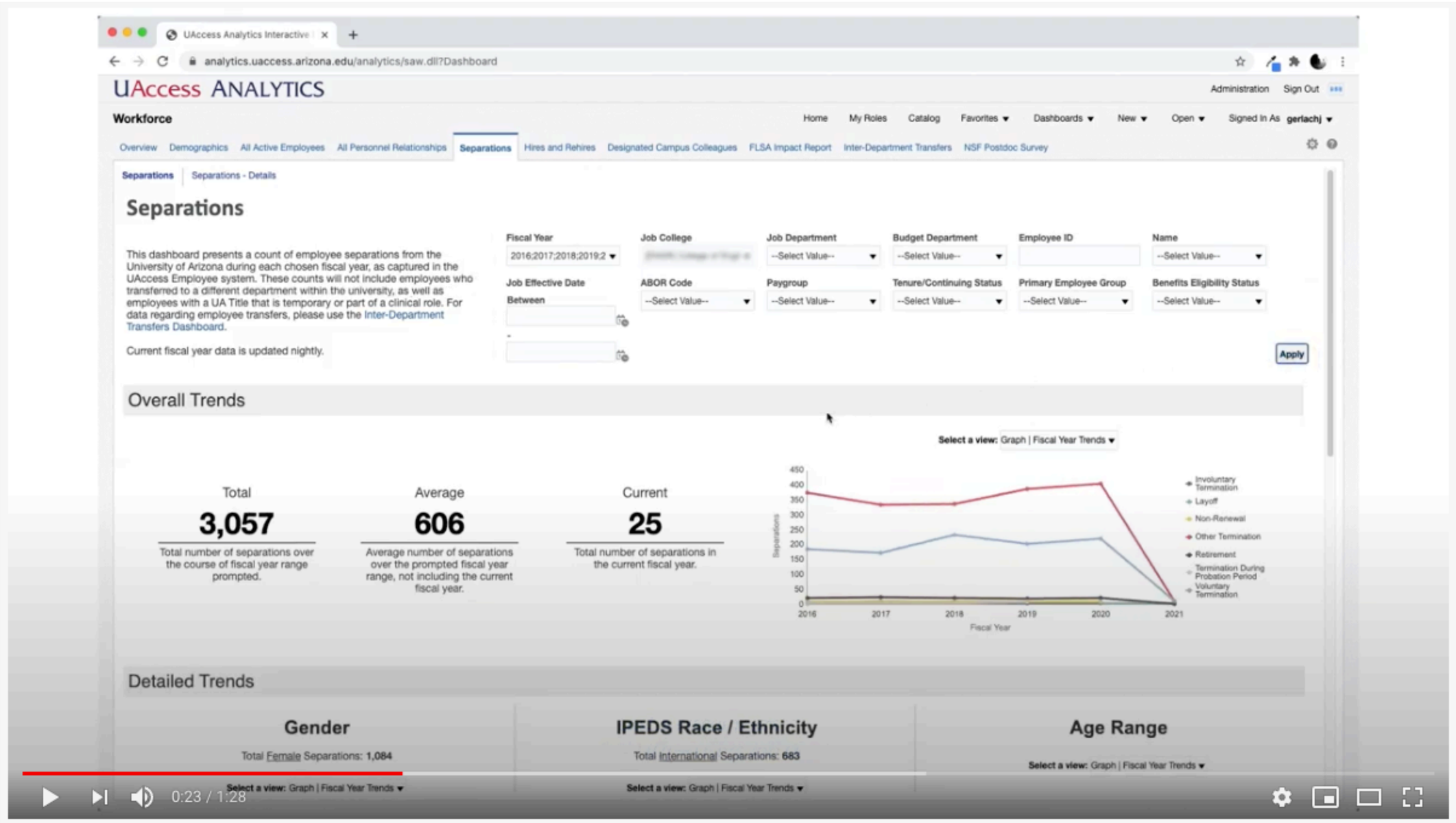
What data is available on employees who are no longer employed at the university?

The **Separations** dashboard presents a count of employee separations from the University of Arizona during each chosen fiscal year, as captured in the UAccess Employee system. The data can be filtered by several different prompts including fiscal year, college, department, employee, and position information.

Please note: These counts will not include employees who transferred to a different department within the university, as well as employees with a UA Title that is temporary or part of a clinical role.

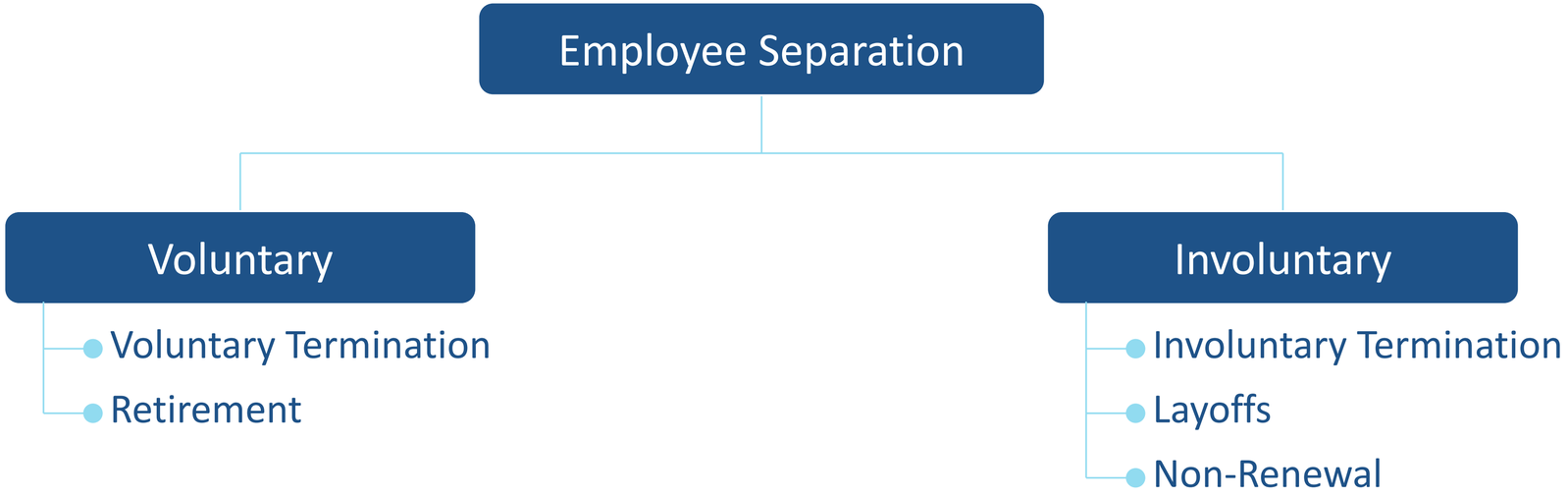
Path to Reports: UAccess Analytics Dashboards > Employee > Workforce > Separations

View navigation video: https://youtu.be/KfIm6JTCQ2U



Why is employee separation data important?

Employee separation can be a sensitive issue for any organization. There are many reasons for separation of employees. Understanding these reasons can help improve upon the performance of managers and units. Tracking the trends of employee separations can be a valuable tool.



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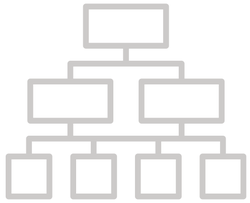


- How many retirements occurred in my unit?
- What are the number of layoffs that occurred in a specific time period?
- How many employees voluntarily left the university?
- What age group has the highest number of employees separating from the institution?
- What are the ethnicity demographics of separations?
- What kind of separation trends can be discovered using multiple years of data?

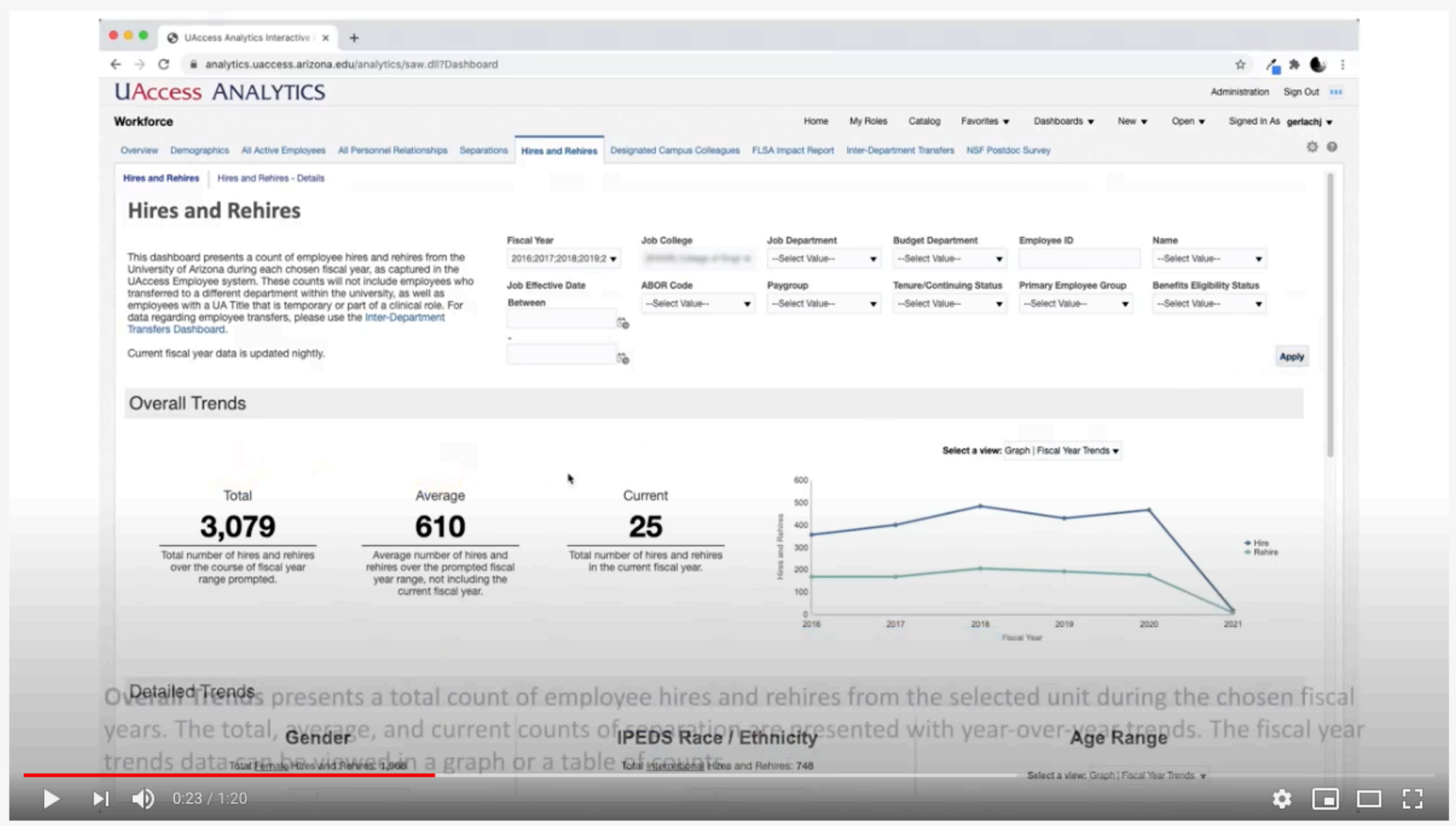
What employment data is available on the university's hires and rehires?

The **Hires and Rehires** dashboard provides a count of employee hires and rehires from the University of Arizona during each chosen fiscal year, as captured in the UAccess Employee system. The data can be filtered by several different prompts including college, department, employee, and position information.

Please note: These counts will not include employees who transferred to a different department within the university, as well as employees with a UA Title that is temporary or part of a clinical role.

Path to Reports: UAccess Analytics Dashboards > Employee > Workforce > Hires and Rehires

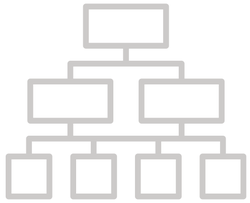
View navigation video: https://youtu.be/XB-Ehv3ovJg



Why is employee hire/rehire data important?

Attracting and retaining talent can be a challenge to any institution, especially during a skilled labor shortage. Without analyzing data, predicting employee tenure and candidate compatibility is little more than a guessing game.

What questions can be answered using this tool?



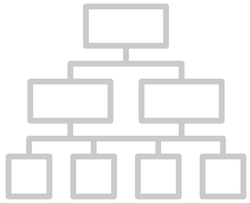
- How many new employees have been hired or rehired to my unit during a specific time period?
- How many employees were rehired to the university?
- What age group has the highest number of new employees hired at the institution?
- What are the ethnicity demographics of hires and rehires for a specific unit?
- What kind of hiring trends can be discovered using multiple years of data?

How can I better analyze employee compensation data?

EXPLORING COMPENSATION DATA

Eddie Caratachea, Program Manager, Administrative Data

COMPENSATION DATA



- **DATA SOURCES: SUBJECT AREAS**
  - HCM – Census Data*
  - HCM – Employee Job Details*
  - HCM – Employee Position History
  - HCM – Employee Profile
- **TOOLS: COMPENSATION DASHBOARDS**
  - Salary Comparison Tool
  - All Compensation Changes
  - Components of Pay
  - Furlough Dashboard

Security Role: Open to users with Employee Medium or higher

**Subject areas are currently only available to UAIR developers.*

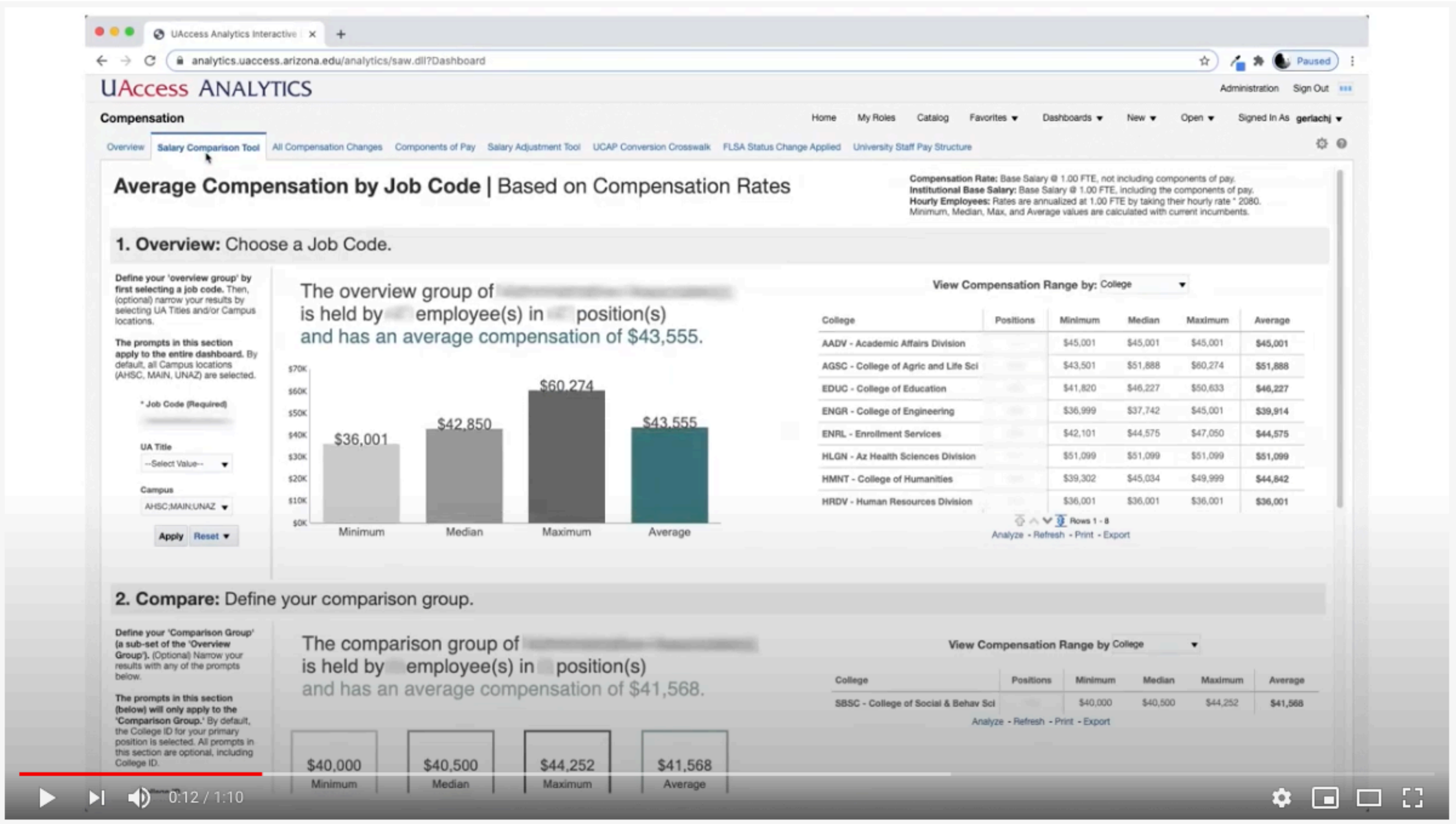
How do the compensation rates for a given job code vary across colleges, department, and demographics?

The **Salary Comparison Tool** provides data on employee compensation for the university. The dashboard shows the minimum, median, maximum, and average compensation rate by job code.

The user can analyze two datasets, an ‘overview group’ and a ‘comparison group.’ The ‘comparison group’ will always be a sub-set of the ‘overview group.’

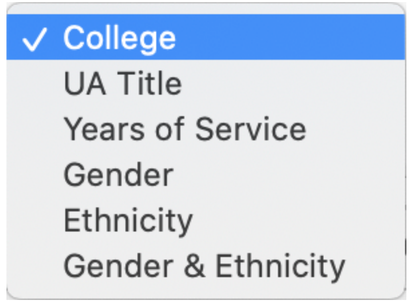
Path to Reports: UAccess Analytics Dashboards > Employee > Compensation > Salary Comparison Tool

View navigation video: https://youtu.be/vKGIL-W61fc



There are multiple ways to access the data.

The default view for each report is by **College**, but you can also view by UA Title, Years of Service, Gender, Ethnicity, and Gender & Ethnicity by using the dropdown menu at the top of the report.



View Compensation Range by: Gender

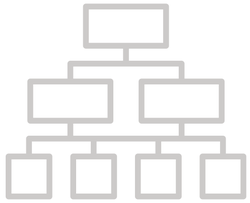
Gender	Positions	Minimum	Median	Maximum	Average
Female	10	$60,000	$65,000	$100,000	$68,996
Male	7	$55,500	$69,360	$75,500	$67,613

Analyze - Refresh - Print - Export

Why is salary comparison data important?

This tool can be used by managers to see how positions are paid with a given job code across colleges, department, and the university. Exploring and analyzing this data can help to inform decisions on pay equality across campus.

What questions can be answered using this tool?



- What are the UA Titles being given for a specific job code and does the compensation change depending on the title?
- How do the salaries of a specific job code in my unit compare to other colleges, departments, or the university overall?
- How does salary compensation vary across gender and/or ethnicity in my department, college, or the institution?

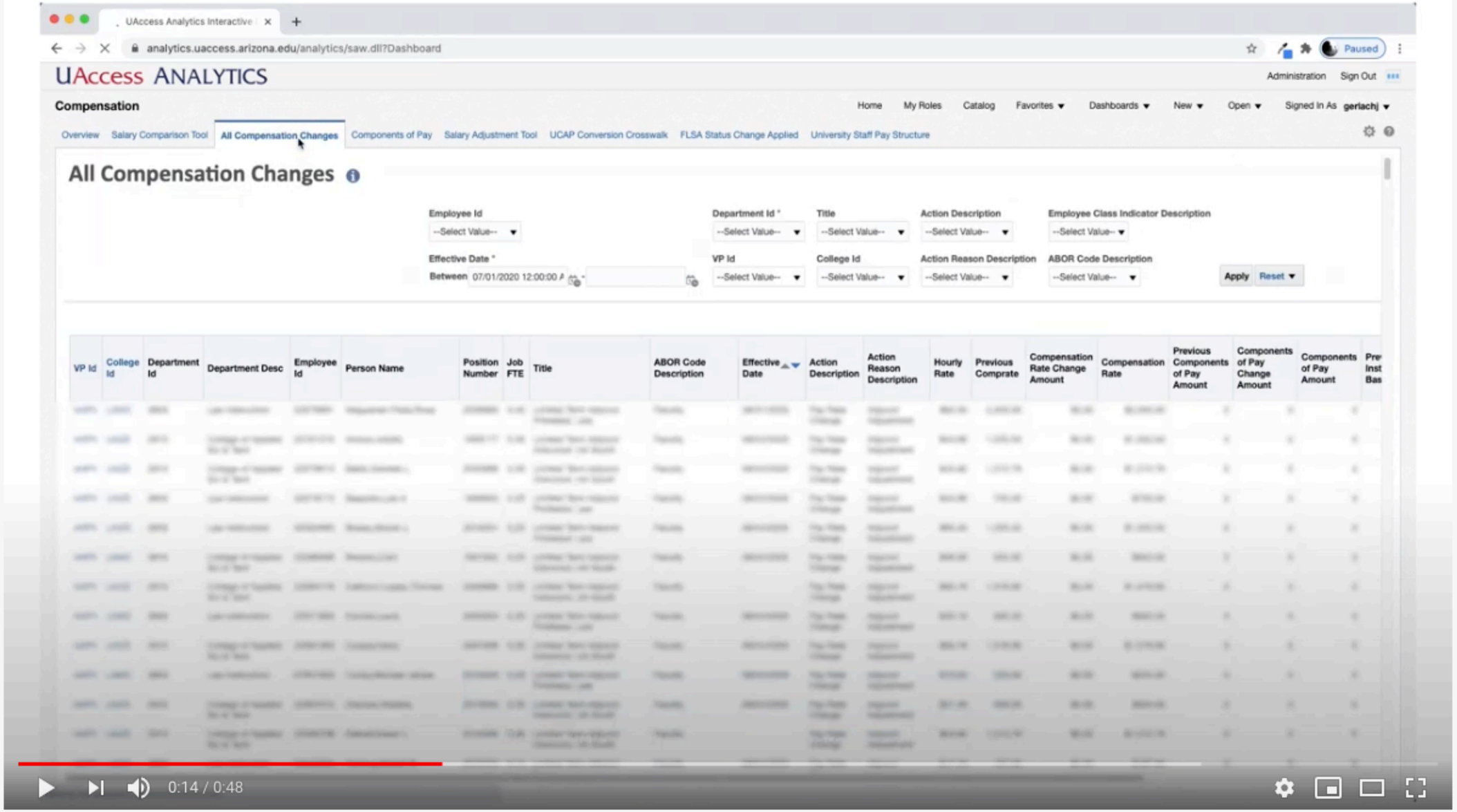
What is the all compensation changes dashboard?

The **All Compensation Changes** dashboard is designed to provide college and departments heads a way to identify what compensation changes have occurred in their unit over a desired time period.

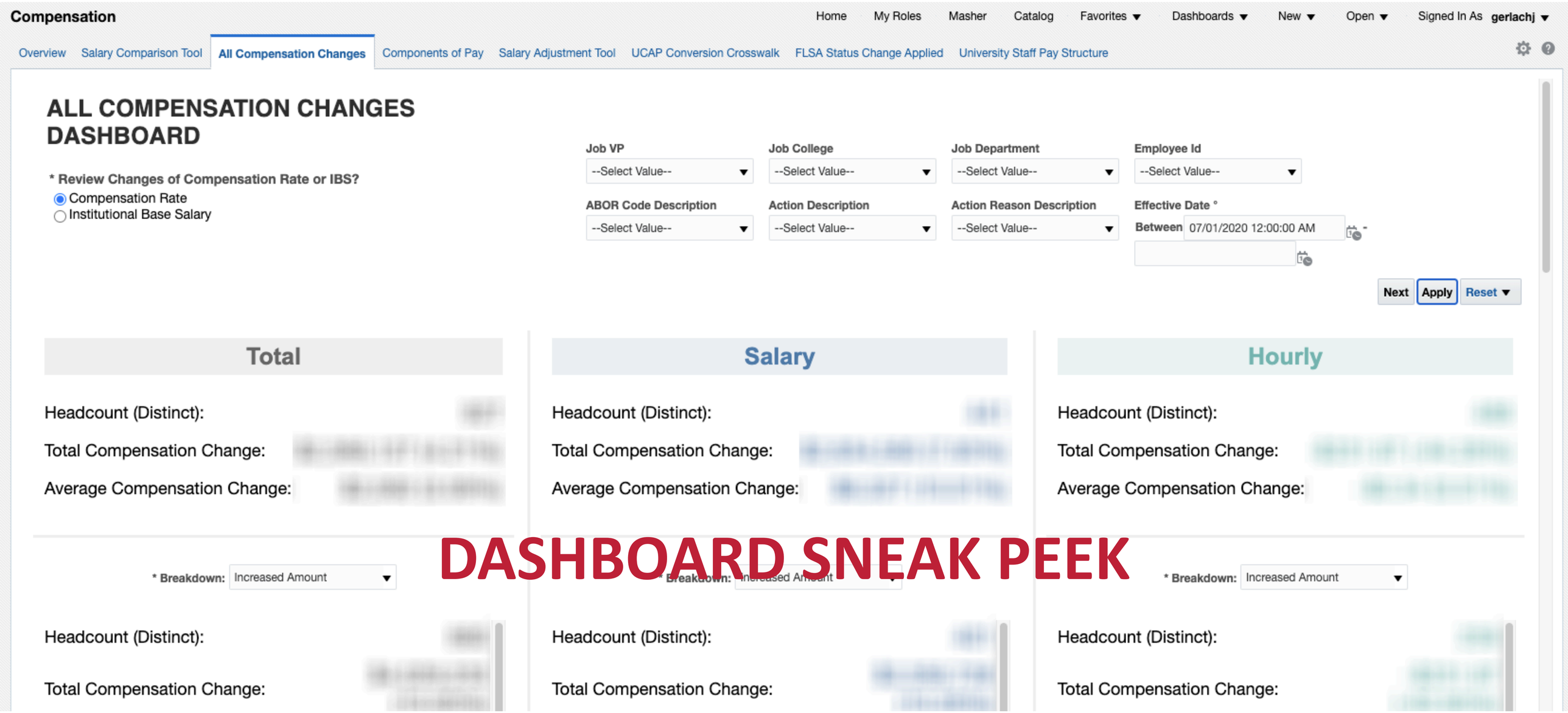
Please note: These report changes are coming soon to UAccess Analytics.

Path to Reports: UAccess Analytics Dashboards > Employee > Compensation > All Compensation Changes

View navigation video: https://youtu.be/4qNf5cFVOWg



UAccess Analytics

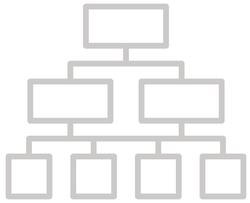


DASHBOARD SNEAK PEEK

Why are compensation changes important?

This tool can be used by managers to examine how positions were compensated during a specific time period. It can help identify the main reason for compensation changes within a department or college.

What questions can be answered using this tool?



- What were the compensation changes within my unit during a specific time period (last year)?
- What has been the average compensation change in my unit during a specific time period (year to date)?
- What is the main reason for compensation change in my unit? (i.e. Merit, Minimum Wage req., Promotion, etc.)
- For a specific ABOR classification, what has been the total compensation change during a specific time period?
- How has an individual's compensation changed over time?
- When was the last compensation change for an employee?

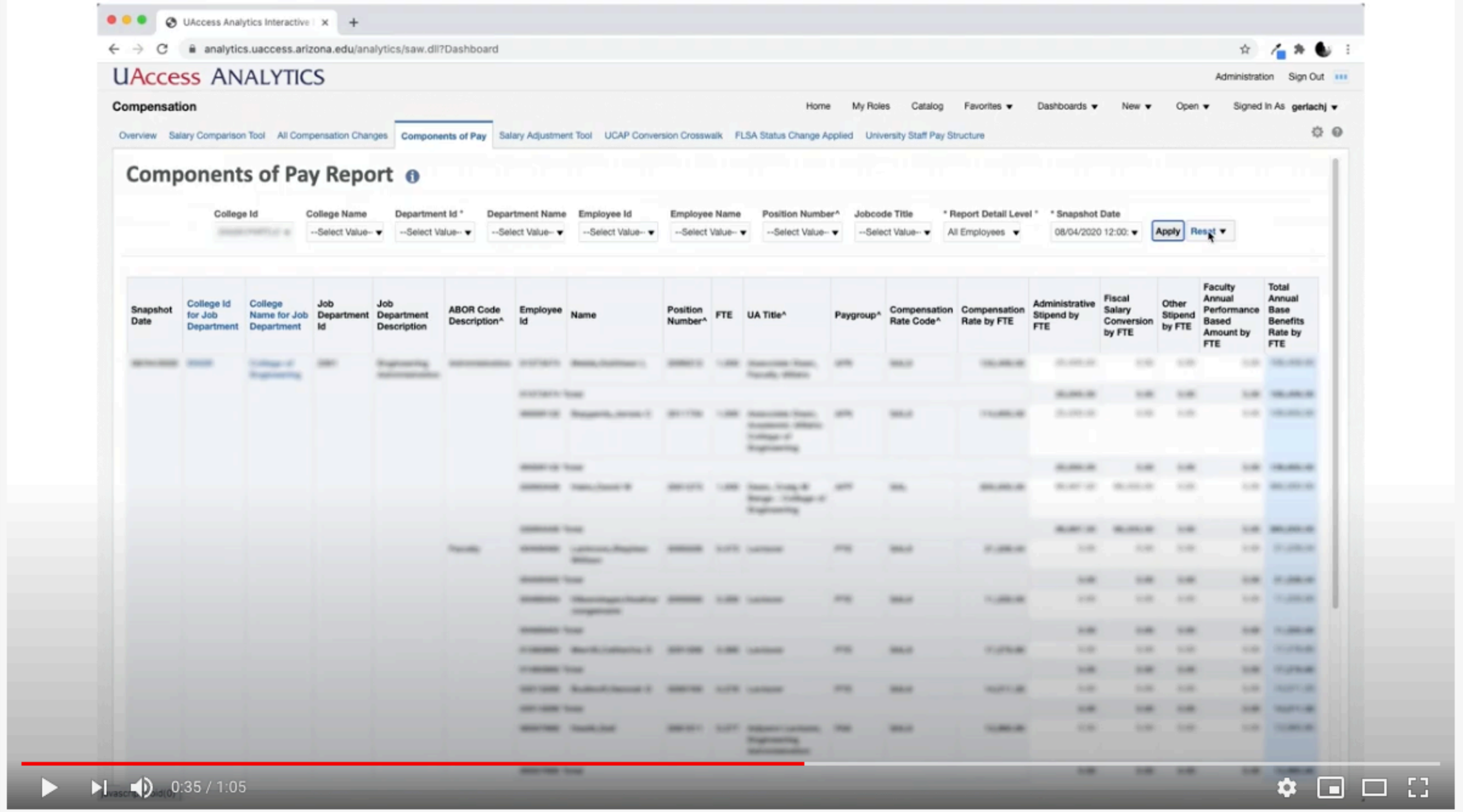
What is the components of pay dashboard?

The **Components of Pay** dashboard provides data on employees' components of pay. The data can be filtered by several different prompts including college, department, employee, and position information. The report is run using a specific snapshot file of the data (e.g. end of the fiscal year).

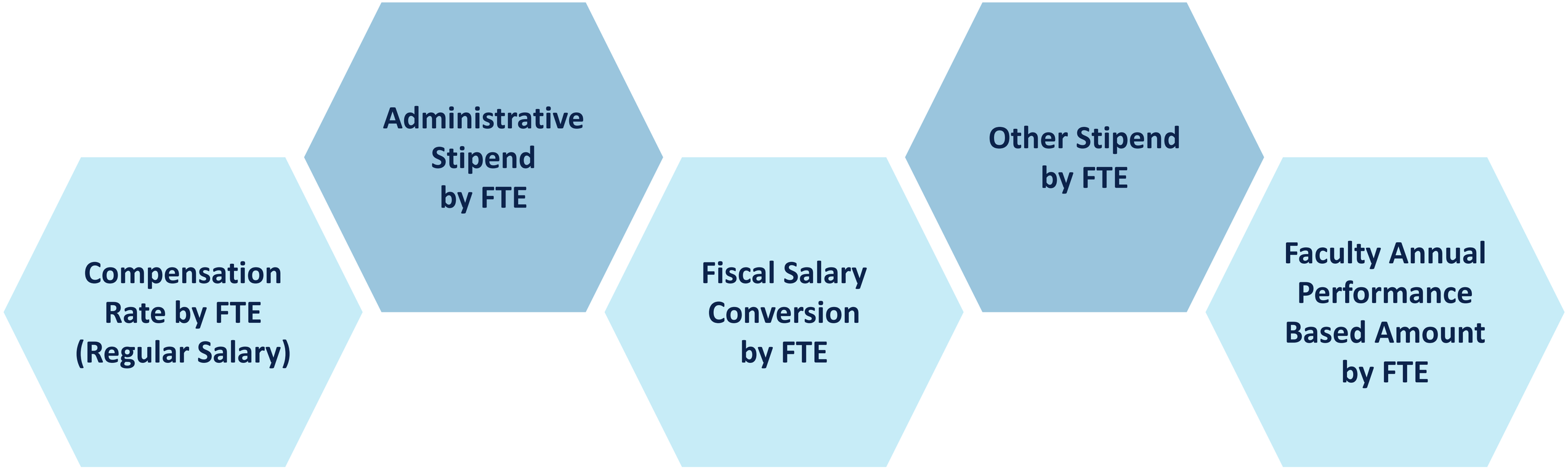
Please note: 'Employees with Components Only' option in the [Report Level Detail] prompt will display only employees with components of pay. 'ALL Employees' option will display all employees even if they do not have components of pay.

Path to Reports: UAccess Analytics Dashboards > Employee > Compensation > Components of Pay

View navigation video: https://youtu.be/LLl7XDmVq0g

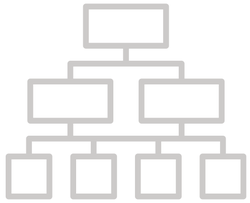


Employees can be compensated in several different ways at the university.



The **Components of Pay** tool can help you keep track of your employee's compensation structure.

What questions can be answered using this tool?



- Are there employee's receiving multiple components of pay within my college or department?
- What components of pay make up a specific employee's compensation?
- Which employees in my unit are being paid an administrative stipend?
- Did any faculty in my department receive a Faculty Annual Performance Based salary?

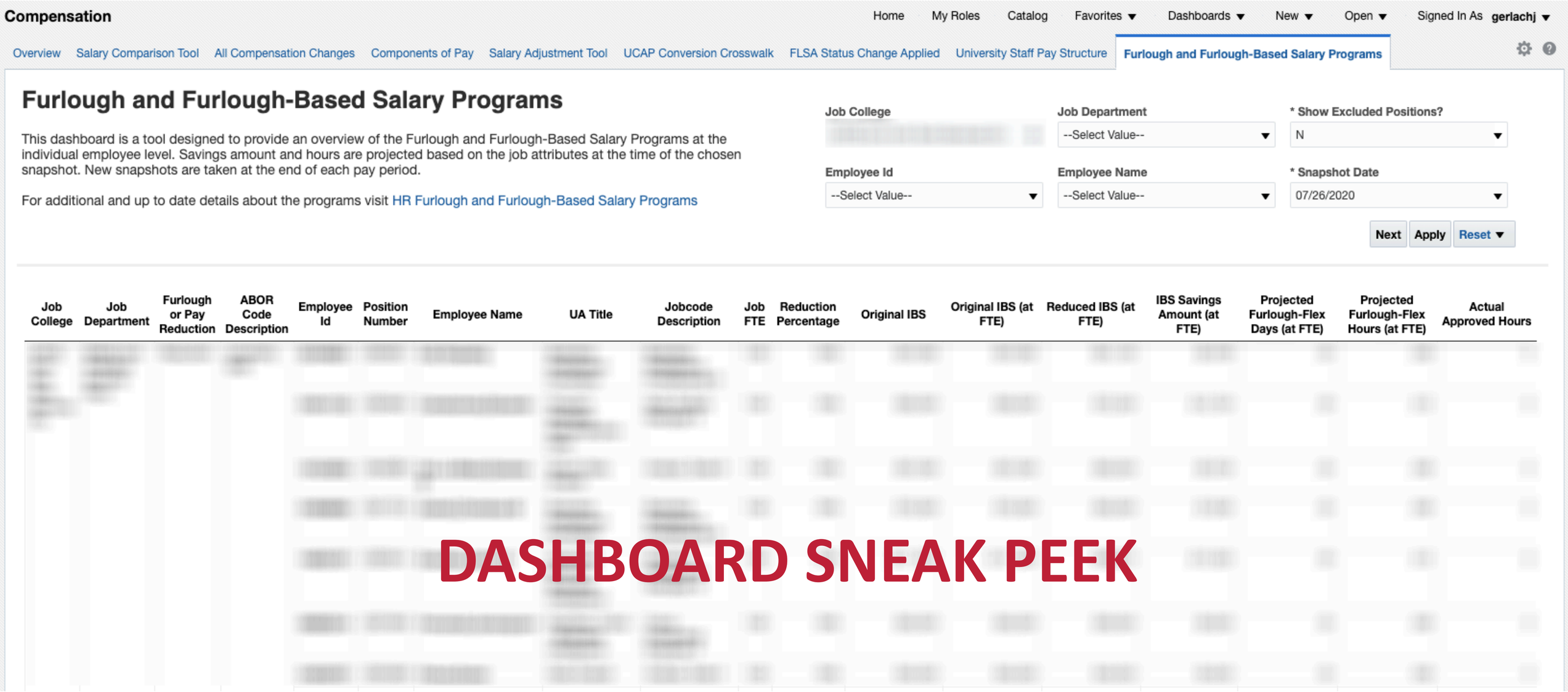
Where do I go to find data on my unit's furlough, pay reductions, and flex-time?

The **Furlough and Furlough-Based Programs** dashboard is a tool designed to provide an overview of the Furlough and Furlough-Based Salary Programs at the individual employee level. Savings amount and hours are projected based on the job attributes at the time of the chosen snapshot. New snapshots are taken at the end of each pay period.

Please note: These reports are coming soon to UAccess Analytics.

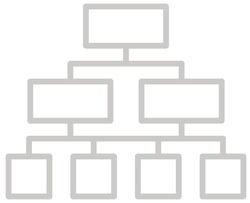
https://hr.arizona.edu/FY-2020-2021-Furlough-Program

UAccess Analytics



DASHBOARD SNEAK PEEK

What questions can be answered using this tool?



- How many people in my unit are participating in the Furlough and Furlough-Based Salary program?
- What are my units projected furlough/salary reduction savings?
- What are my units projected furlough/salary reduction hours?
- How many furlough/salary hours have been approved in my unit?
- What is the impact by ABOR Classification?
- Where can I get individual level details about participation in the furlough/salary reduction program?

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.

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- **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/

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University Analytics
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THANK YOU

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