BI launch pad
Labor Data Reports Guide

I. Introduction to Labor Data in BI Launchpad

Availability of Labor Data

The data previously available from the views tab of the Waldo application are now available in the Labor Data universe of BI launch pad. Historical information is available in the Labor Data universe back to July, 2000. Payroll distribution information for Labor Data is updated with the close of a period and is available in BI launch pad at 8 a.m. on the fifth day of the following period. Note that data in the Labor Data universe is compiled only for each completed period; therefore, you cannot run reports prior to the close of each period or for partial periods (ex. you cannot see data for 9/15/13 to 10/15/13 but you can report on the month of September and/or the month of October). To see partial period information, continue to use the Data tab in the Waldo application.

The MCB Bi-Weekly Staffing View is updated every other Monday at 8 a.m. following the MCB Bi-Weekly pay run.

How to use this document

This document is designed to introduce you to the report offerings in the Labor Data universe. The document begins by outlining how to login to BI launch pad and locate the Labor Data reports. The report categories are then described, including a list of available reports within each category. The report prompts needed to generate these reports are then defined followed by step-by-step instructions on how to run a sample report from each report category.

II. How to Access BI launch pad

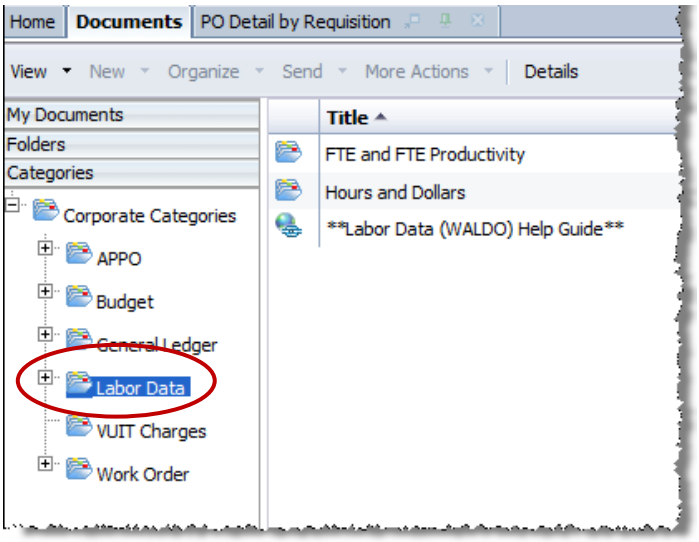
You can find BI launch pad login links at the following websites:

eBiz - https://finance.vumc.org/ebiz/
VUMC Finance - https://finance.vumc.org/ebiz/
Direct link - https://enterprisebiprod.app.vumc.org/BOE/BI

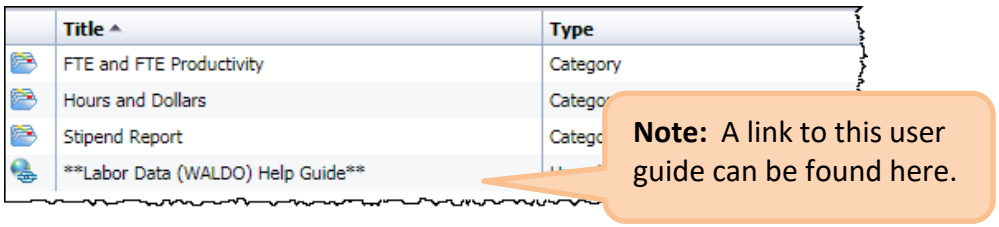
Steps:

1. BI launch pad uses Vanderbilt's single sign on system. If you are not already logged on, enter your VUNetID and ePassword.

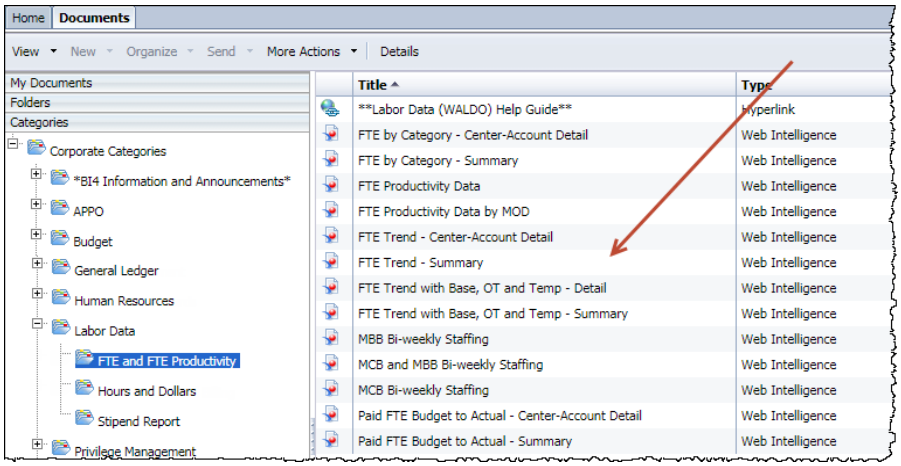
2. Select 'Labor Data' from the list of available universes.



3. The primary Labor Data category includes two subfolder categories FTE and FTE Productivity as well as Hours and Dollars. Select the category based on your information needs.



4. Once you have selected a subfolder, the list of available Labor Data reports within that subfolder will appear in the Documents window. Notice, the Help Guide link is also available within the subfolders.



III. Labor Data Categories and Report Descriptions

Labor data is presented in two categories, FTE and FTE Productivity as well as Hours and Dollars.

Reports in the FTE and FTE Productivity category present Labor Data in terms of Full-Time Equivalents (FTEs) for Centers and Center Groups (Sumto Center, Major Operating Division, PCC Sum, Function, Section, Division, and Department).

Reports in the Hours and Dollars category present Labor Data in terms of Hours and Dollars for Centers, Center Groups (Sumto Center, Major Operating Division, PCC Sum, Function, Section, Division, and Department), Home Departments and Sumto Home Departments.

Report Name	Report Description	Category
Center Account Summary	A center view that presents total Paid Amount and Paid Hours by Account Number and then Employee Name for the time period selected	Hours and Dollars
Center Detail	A center view that presents total Paid Amount and Paid Hours at the earnings code level for the time period selected	Hours and Dollars
Center Earnings Type Summary	A center view that presents total Paid Amount and Paid Hours by Employee Name and then Earnings Type for the time period selected	Hours and Dollars
FTE by Category – Center-Account Detail	A cost center-based report displaying FTE and FYTD FTE for the selected month, with FTEs displayed in Productive, Overtime, and Non-Productive categories. Information is displayed by job code and account.	FTE and FTE Productivity
FTE by Category - Summary	A summary report displaying FTE and FYTD FTE for the selected month, with FTEs displayed in Productive, Overtime, and Non-Productive categories. The report displays information for all cost centers within the center group with the ability to drill into job code and account detail.	FTE and FTE Productivity
FTE Trend – Center-Account Detail	A cost center-based report displaying the trend in total FTE over a 13-month period from the selected month back through the same month in the prior year. The report also displays FYTD FTE for the selected month and the annual FY FTE for the prior two full fiscal years. Information is displayed by job code and account.	FTE and FTE Productivity
FTE Trend – Summary	A summary report displaying the trend in total FTE over a 13-month period from the selected month back through the same month in the prior year. The report also displays FYTD FTE for the selected month and the annual FY FTE for the prior two full fiscal years. The report displays information for all cost centers within the center group with the ability to drill into job code and account detail.	FTE and FTE Productivity
FTE Trend with Base, OT and Temp and FTE Trend with Base, OT and Temp – Detail	A summary report displaying the trend in total FTE over a 13-month period from the selected month back through the same month in the prior year, with FTE displayed in Base, Overtime, and Temporary categories. The report also displays FYTD FTE for the selected month and the annual FY FTE for the prior two full fiscal years.	FTE and FTE Productivity
Home Department Detail	A home department view that presents total Paid Amount and Paid Hours at the earnings code level for the time period selected	Hours and Dollars
Home Department Percent Distribution	A home department view that presents a calculation of the percentage distribution of earnings that is charged to a given account/center combination for the time period selected	Hours and Dollars

Report Name	Report Description	Category
Home Department Summary	A home department view that presents total Paid Amount and Paid Hours by Employee Name and then Earnings Type for the time period selected	Hours and Dollars
MBB Bi-weekly Staffing	A center-level report displaying hours and dollars by job code and account for non-exempt staff in the Medical Center (MBB Pay Group only), displayed in Productive, Overtime, and Non-Productive categories. Hours and dollars are subtotaled by direct and indirect job codes. Also available are hours per Occupied Bed and dollars per Occupied Bed.	FTE and FTE Productivity
Paid FTE Budget to Actual – Center-Account Detail	*A cost center report displaying FTE for the selected month and the selected month a year ago, as well as FYTD FTE for the selected month and the selected month a year ago. Also included are the budgeted FTE and the variances between the selected month FTE and the budget, and the selected month FYTD FTE and the budget. Information is displayed by job code and account.	FTE and FTE Productivity
Paid FTE Budget to Actual – Summary	*A summary report displaying FTE for the selected month and the selected month a year ago, as well as FYTD FTE for the selected month and the selected month a year ago. Also included are the budgeted FTE and the variances between the selected month FTE and the budget, and the selected month FYTD FTE and the budget. The report displays information for all cost centers within the center group with the ability to drill into job code and account detail.	FTE and FTE Productivity

IV. Labor Data Report Prompts

To generate Labor Data reports, a user must complete a series of prompts in BI launch pad. The table below introduces and defines all the prompts a user might see when working with Labor Data reports. Please note that this is an exhaustive list of the Labor Data report prompts; each report will only require some of the following prompts.

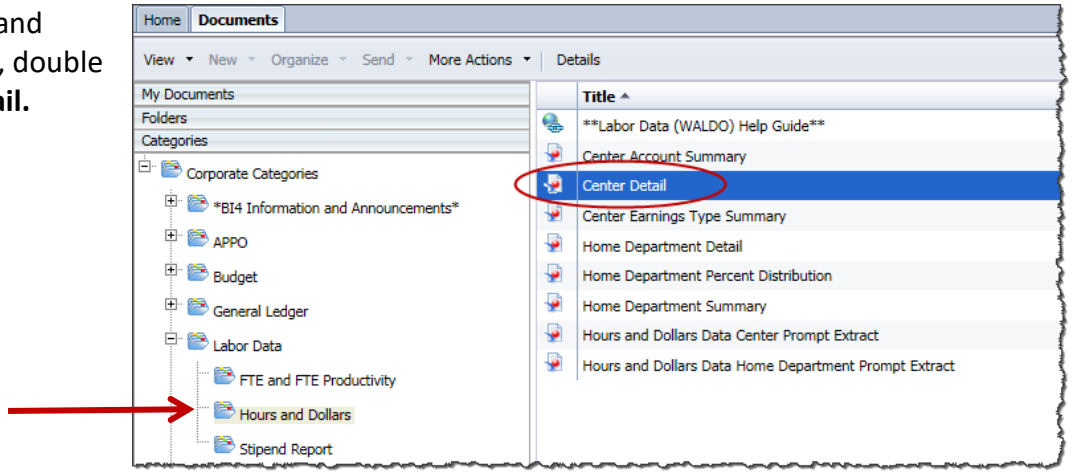
Prompt	Prompt Description	Tips
Enter Resource	Center, Center Groups (Sumto Center, Major Operating Division, PCC Sum, Function, Section, Division, and Department), Home Department or Sumto Home Department	Use the Refresh Values button to see of list of the resources for which you have access. Use the to search within your list of resources.

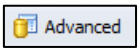
ENTER calendar year and month	Enter the year and month for which you would like to view labor data in YYYMM format. For example, to report on August, 2013 enter 201308. You may report on multiple months using the add (>) feature.	Use the Refresh Values button to select the values from the list. Remember data is based on CHECK DATE.
Prompt	**Prompt Description**	**Tips**
Enter Account (* for wildcard)	This prompt defaults to the wildcard (*). If you would like to view labor data for specific accounts enter each account individually or separate the account numbers using semicolons (ex. 50000;52600)	
Enter Employee Id (* for wildcard)	This prompt defaults to the wildcard (*), displaying information for all employees who meet the criteria. Enter the complete 7-digit employee id for each employee.	You may report on multiple employees using the add (>) feature within the prompt or by separating you selections with a semicolon (;).
Enter Employee Name (* for wildcard)	This prompt defaults to the wildcard (*), displaying information for all employees who meet the criteria. Enter the name of the employee as it appears in PeopleSoft.	Enter employee name in last name, first name initial format (ex. Baer, Ted E).
Enter Hrs Earnings Descr (* for wildcard)	This prompt defaults to the wildcard (*), displaying information for all earnings types. To narrow your report data enter the desired earnings types using the add (>) prompt.	Enter the earnings type in upper and lower case as outlined in the Waldo Earnings Guide , (ex. Regular; Holiday)
Enter Earnings Code (* for wildcard)	This prompt defaults to the wildcard (*), displaying information for all earnings codes. To narrow your report data enter the desired earnings codes using the add (>) prompt.	Enter the earnings codes as outlined in the Waldo Earnings Guide (ex. 701;739)
Enter Job Code (* for wildcard)	This prompt defaults to the wildcard (*), displaying information for all job codes. To narrow your report data enter the desired job codes using the add (>) prompt.	Enter the job codes as outlined in the Waldo Job Code List (ex. 0245;1430)r
Enter Dept Resource	Home Department or Sumto Home Department	Use the Refresh Values button to see of list of the resources for which you have access. Use the to search within your list of resources.

V. Hours and Dollars Category Example: Center Detail Report

Steps:

1. From the Hours and Dollars Category, double click **Center Detail.**



2. To display the detailed prompts, click 

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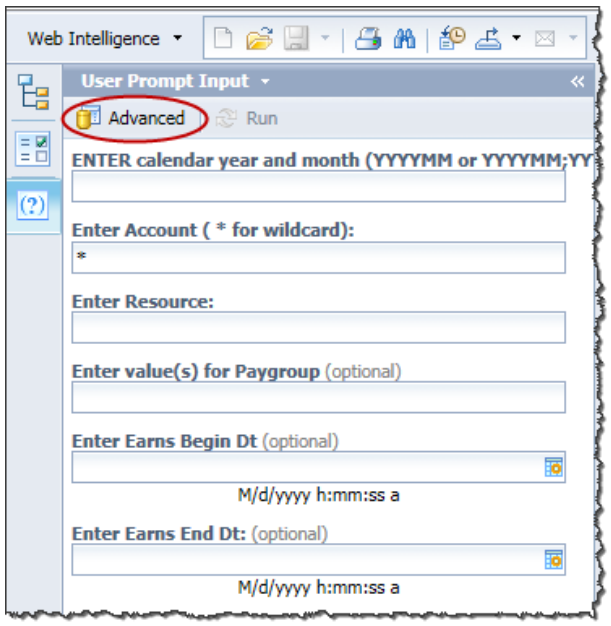
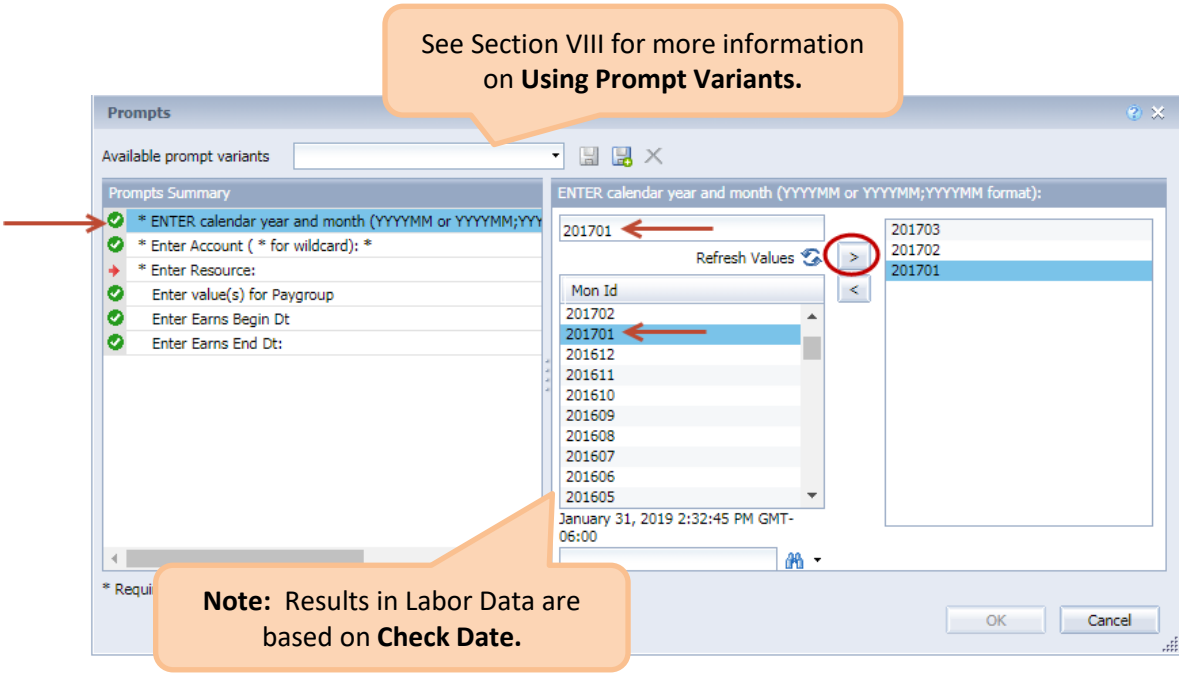
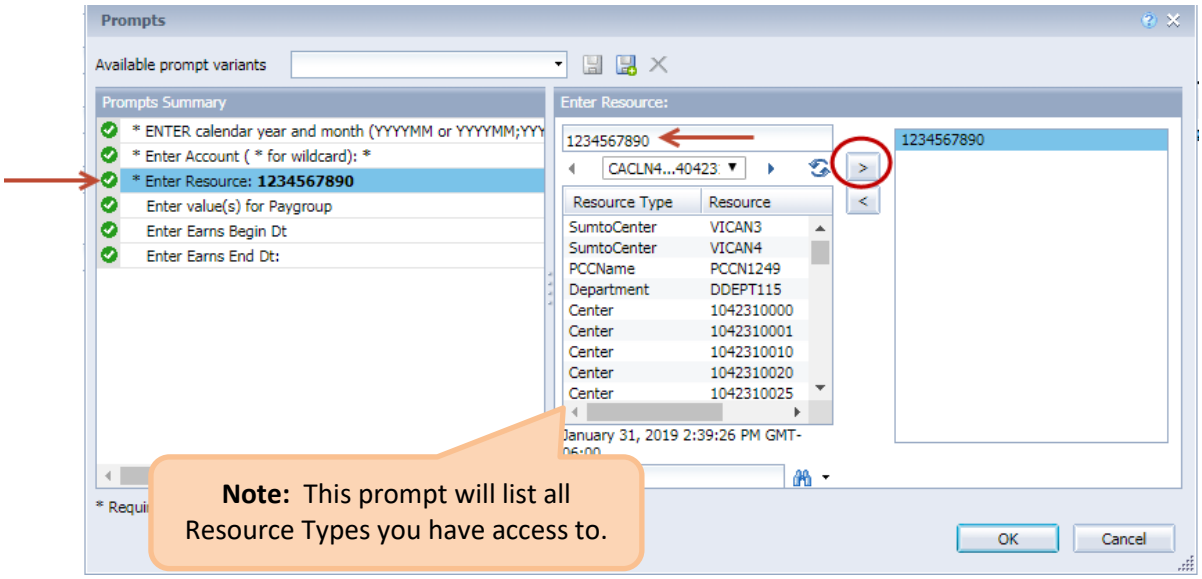


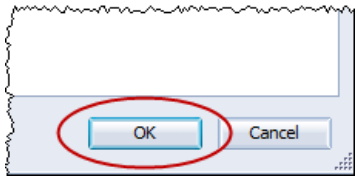
3. Click **ENTER calendar year and month** to enter the *Calendar* year(s) and month(s) for your report. Multiple dates can be run. Select or enter the month in YYYYMM format and use > to add to your query.



4. Click **Enter Resource:** in the Prompts Summary to see the list of Resources you have access to. You can also enter the resource in the 'Type values here' text entry box. Use > to add your resource to the query.



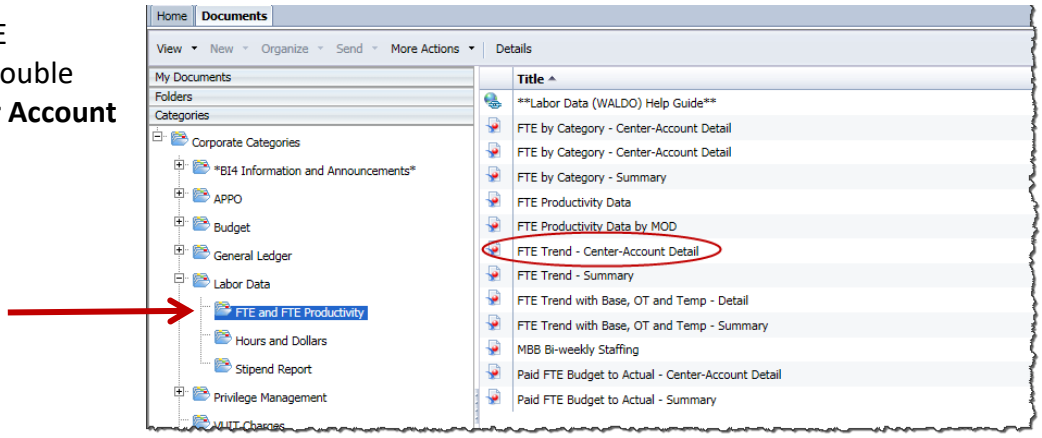
5. Once all prompts are entered, click OK to generate the report.



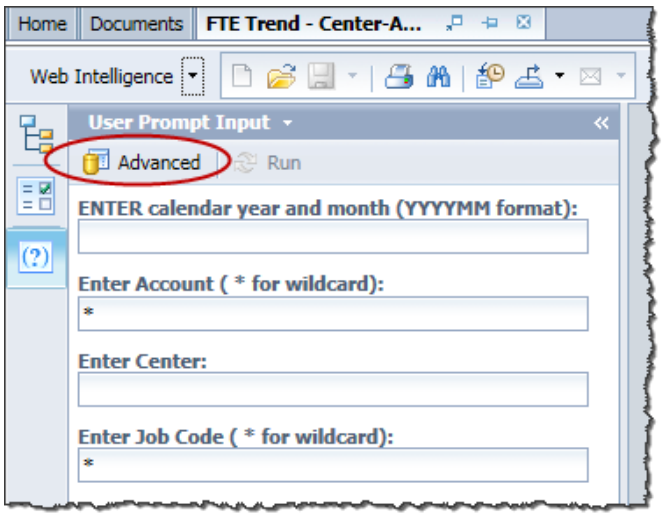
VI. FTE and FTE Productivity Example: FTE Trend – Center Account Detail

Steps:

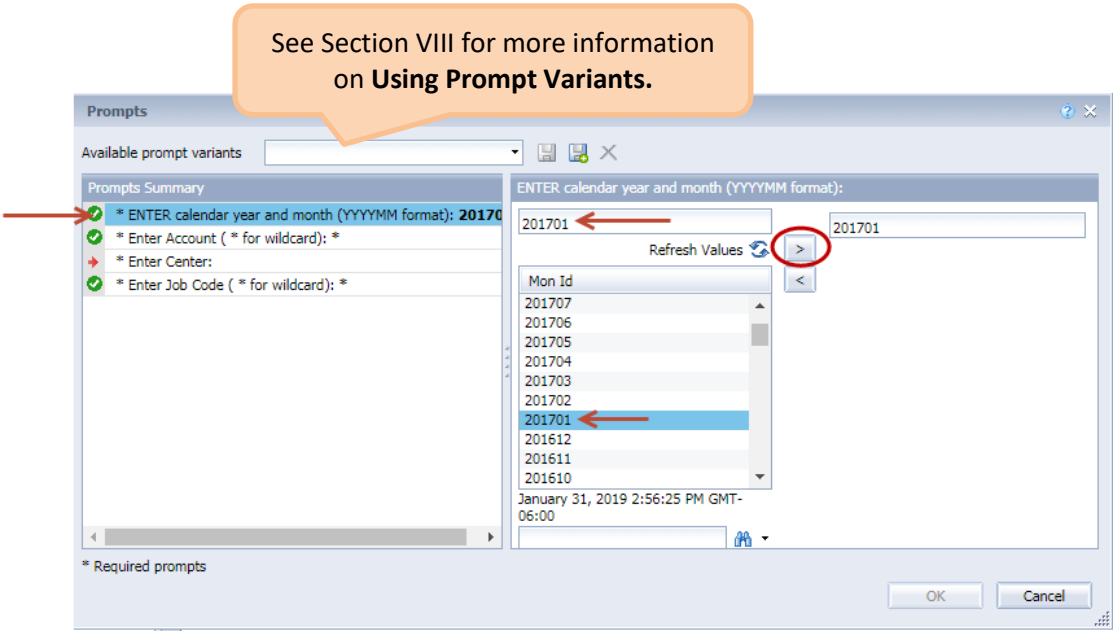
1. From the FTE and FTE Productivity Category, double click **FTE Trend – Center Account Detail.**



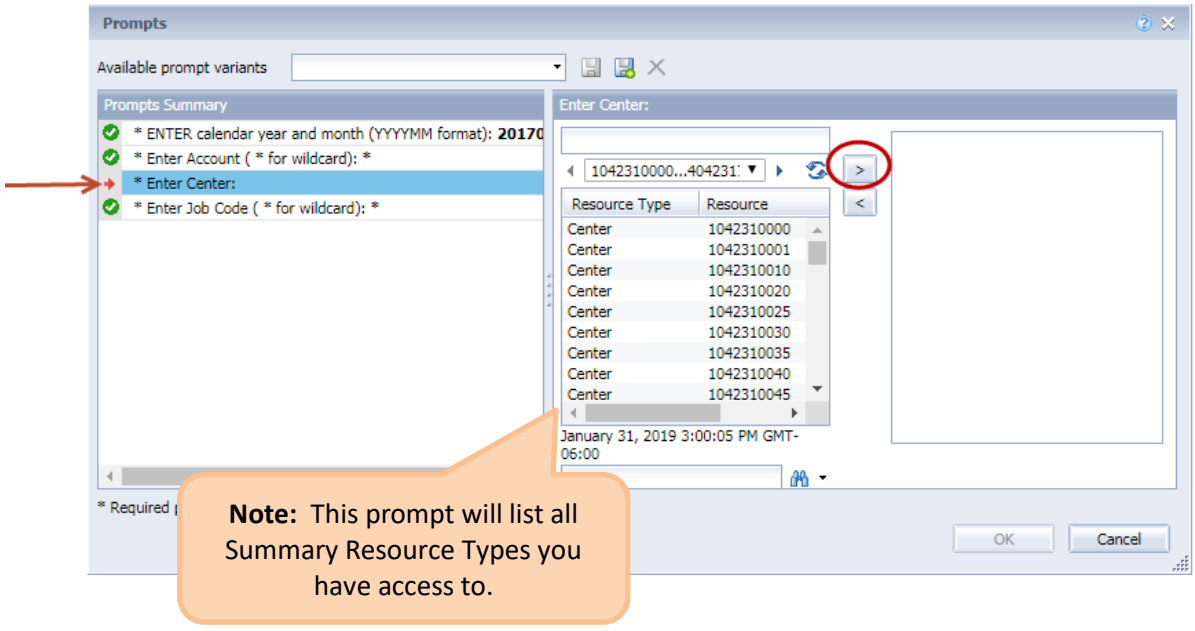
2. To display the detailed prompts, click Advanced.



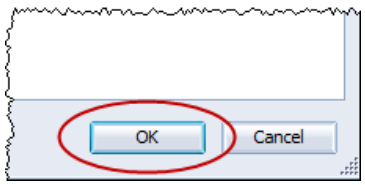
3. Click **ENTER calendar year and month (YYYYMM)** to select or enter the *Calendar* year and month for your trend report. Note only one month can be entered. This will be the end date for your trend.



4. Click **Enter Resource:** in the Prompts Summary to see the list of Summary Resources you have access to. You can also enter the resource in the 'Type values here' text entry box. Use > to add your resource to the query.



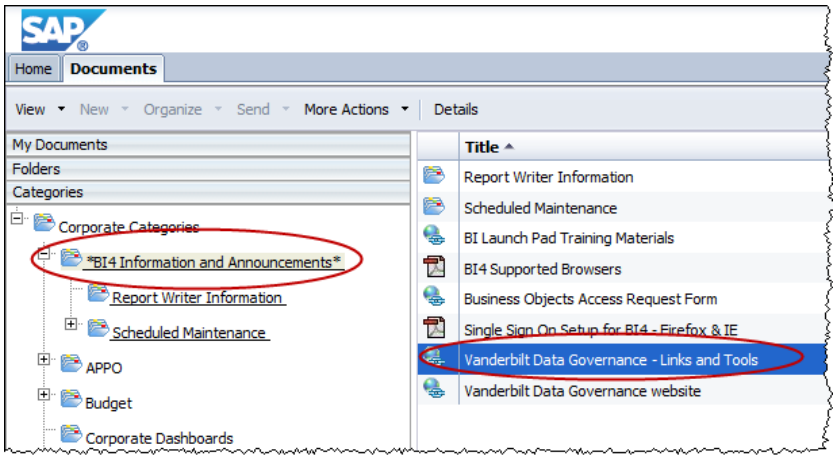
5. Once all prompts are entered, click OK to generate the report.



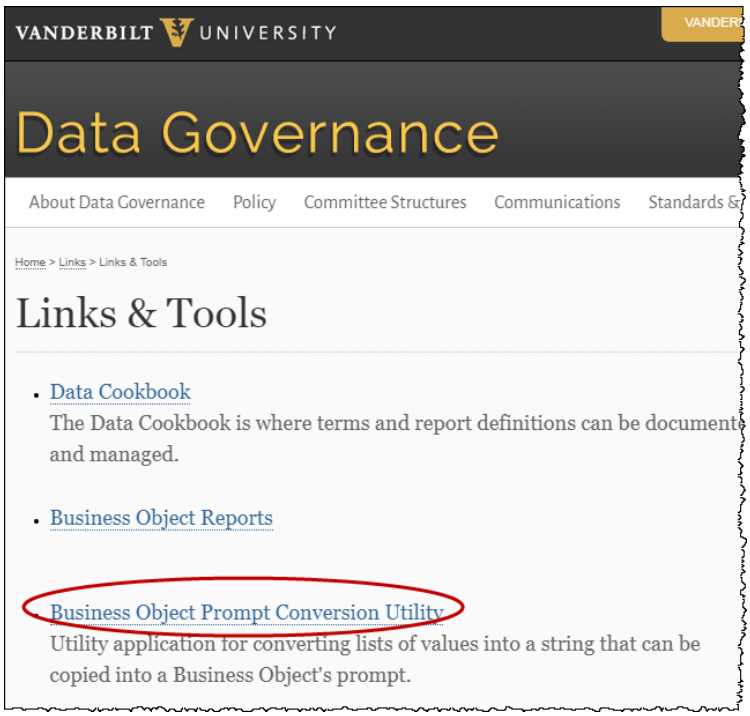
VII. Business Object Prompt Conversion Utility

This utility is provided as a convenient way to convert lists of values into a string that can be copied into a Business Object's prompt. Often values need to be copied from other sources (email, excel, etc…) into a Business Object prompt. The issue often arises that the required ";" (semi-colon) is not present in lists and thus will not provide the expected results in Business Objects without manually entering the semi-colons throughout the list of values. This tool was created to make that process easier.

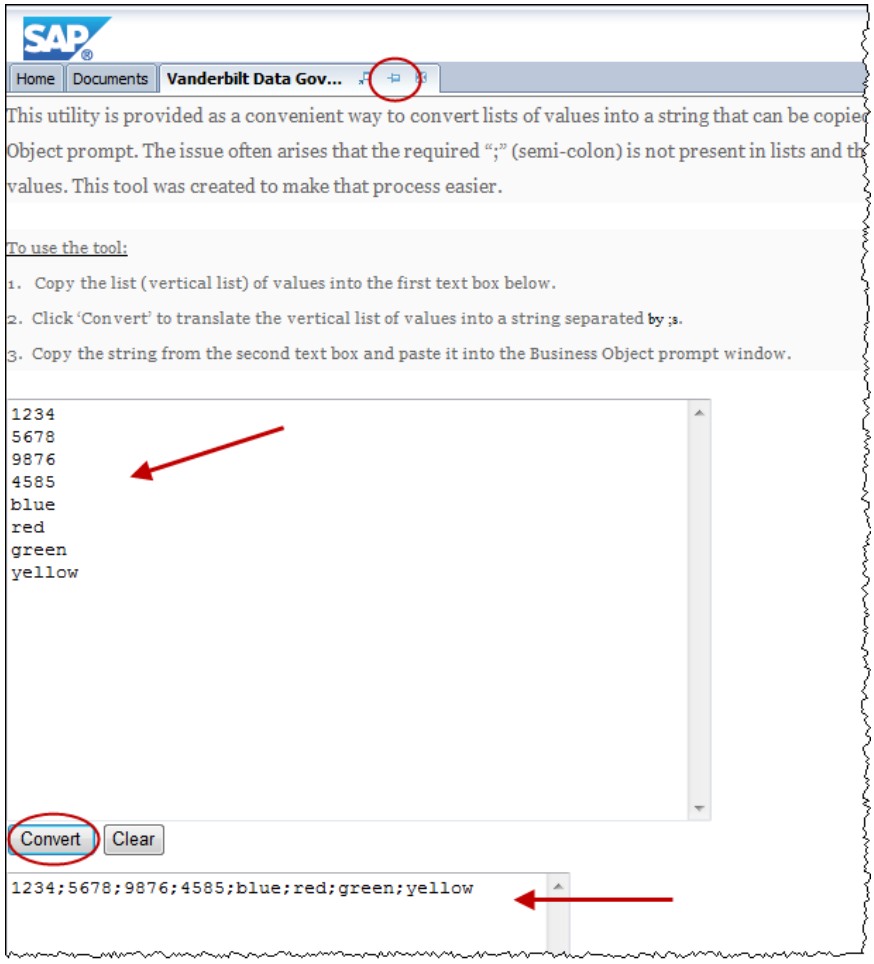
1. From **Corporate Categories**, select ***BI4 Information and Announcements*** and then double click **Vanderbilt Data Governance – Links and Tools**.



2. Next, click the **Business Object Prompt Conversion Utility** link.



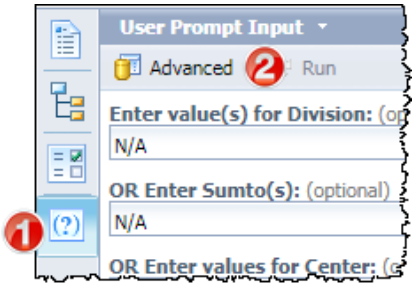
3. To use the Utility, enter your vertical list in the top box and click **Convert.** Your list will display in the bottom box in the proper syntax to be copied and pasted into a BI launch pad prompt. If you are creating a list of prompt values to be used regularly, consider saving the conversion output in a Word document for future use.
   Note: You can also **Pin** this utility to your launch pad view.



VIII. Using Prompt Variants

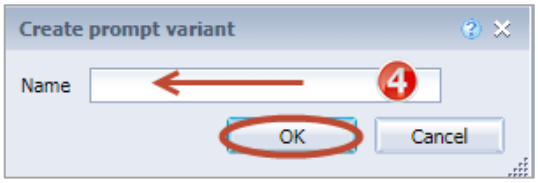
Users have the ability to save prompts using the Prompt Variant feature from the Advanced Prompt Box. These Prompt Variants are specific to the user and the document you are running.

1. To access the Advanced Prompt Box, go to the **User Prompt Input** panel.
2. Click **Advanced** at the top of the panel or any of the refresh icons on the page .

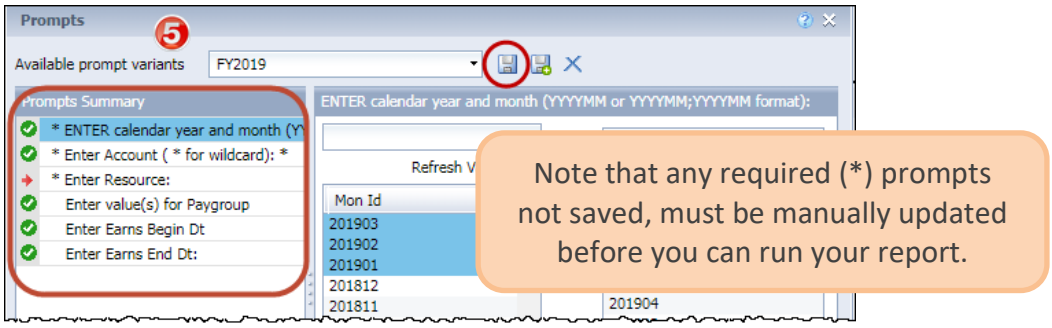


3. To create a new Prompt Variant, click the **Create Prompt Variant** icon.

4. At the **Create Prompt Variant** window, enter a Name for your prompt and click OK. Note this name will be saved in the Prompt Variant drop-down selection.



5. Set any of the prompts you wish to set and click **Save** .



6. To run the report anytime using the saved prompts, click the drop-down menu for **Available Prompt Variants.** Complete any required prompts as necessary before running your report.

Note that Prompt Variants are specific to User and Document and will therefore only appear when that document is accessed and/or run by the user who created the prompt variant.

IX. Resources

Please use the following links for additional information and assistance relating to BI launch pad and the reports found in the Labor Data universe:

BI launch pad Quick Start Guide
https://finance.vumc.org/Assets/vu/BI_Launch_Pad_Quick_Guide.pdf

Waldo User Guide
https://hr-mc.vanderbilt.edu/apps/waldo/WALDO%20User%20Guide%20Version%202.pdf

Job Code Listing
https://hr-mc.vanderbilt.edu/apps/waldo/WALDOJobCodeList.pdf

Earnings Guide
https://hr-mc.vanderbilt.edu/apps/waldo/WALDO-EarningsByType.pdf

Help Desk
http://helpdesk.mc.vanderbilt.edu/