

**THE UNC
SYSTEM**



HR DataMart Campus User Guide

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HR DataMart Overview

The UNC System Office created the HR DataMart in 2012 as a repository for HR data from the UNC campuses and the System Office. Every month, each campus submits a monthly snapshot of their HR data to the DataMart. The data undergoes validation and if there are any errors, they must be resolved. If there are no errors for the given month, the campus can close their submission for that month. Campuses must wait until the last payroll that will be paid for the current month has confirmed and distributed before doing a final DataMart submission and close the for the month.

The data in the HR DataMart allows the System Office and campuses to run various reports for internal purposes as well as the state and federal requirements. It is also a means of promoting and ensuring data quality at the campuses and promoting data standards at the system level.

Campuses and the System Office send the following datafeeds in their monthly submissions:

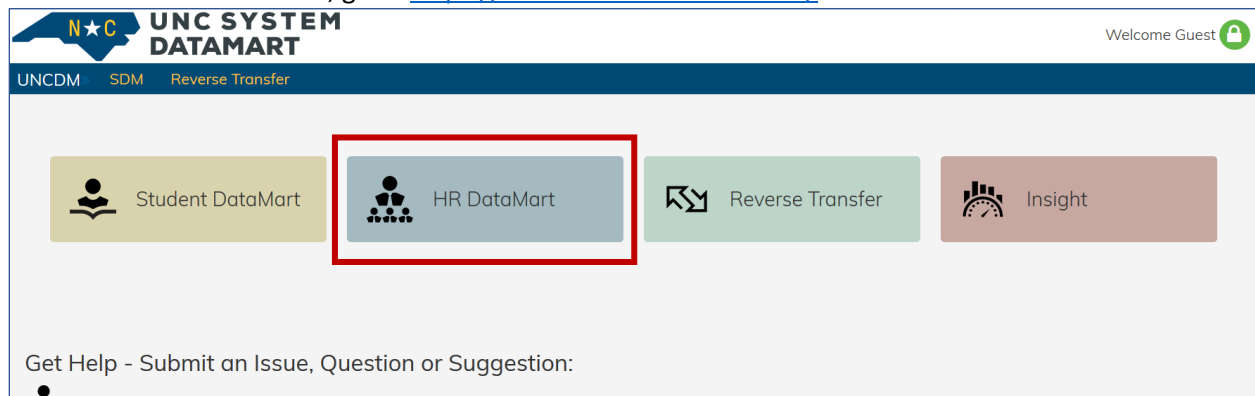
- Benefits
- Compensation
- Employees
- Employee Position
- Positions
- Position Budget
- Performance Rating

The datafeeds are used to create datasets/views that can be used for reporting.

This user guide is for campus users that run the HR DataMart submissions, run reports, manage users and perform other campus related actions in the system. If you need help or have questions, contact hrdm@northcarolina.edu.

HR DataMart Login

To access the HR DataMart, go to <https://uncdm.northcarolina.edu/> and select HR DataMart.

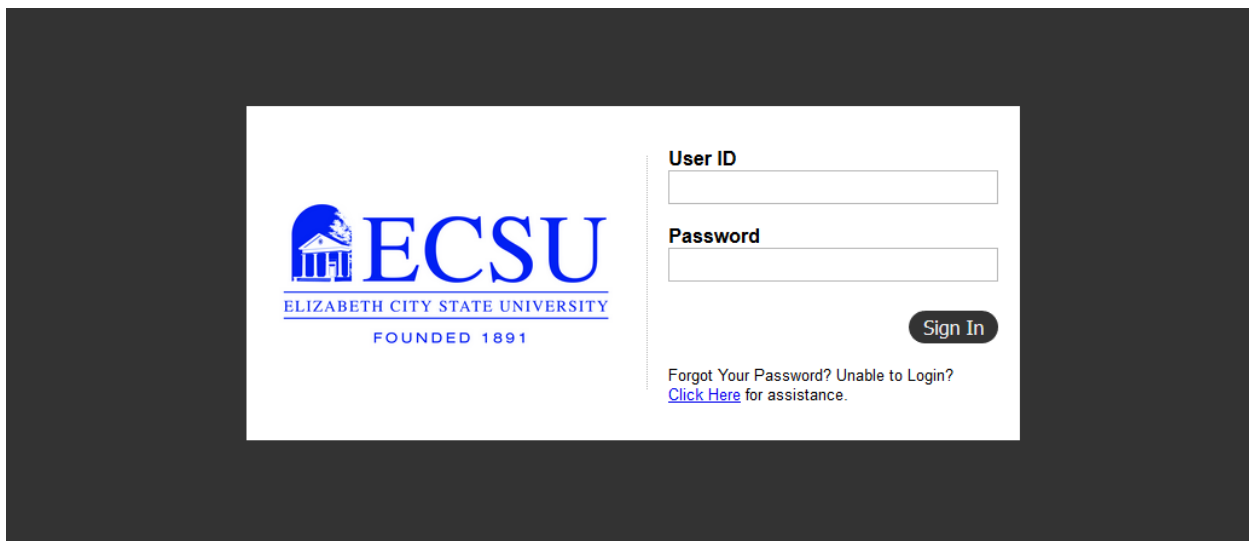


Select your campus from the list of campuses
Click '**Login through your campus**' button



The screenshot shows a login interface. On the left, a dark sidebar contains a 'LOGIN' section with a search icon and the text 'Choose your Campus/Institution:'. Below this is a list of universities: Appalachian State University, East Carolina University, Elizabeth City State University (highlighted with a red box), Fayetteville State University, NC Agricultural and Technical State University, North Carolina Central University, NC State University, and UNC Asheville. In the center, the ECSU logo is displayed with the text 'ELIZABETH CITY STATE UNIVERSITY' and 'FOUNDED 1891'. To the right, a light gray box contains the text: 'Login using your local campus credentials (userid and password) to be automatically returned here to continue.' At the bottom right, a red box highlights a button labeled 'Login through your campus' with a circular icon.

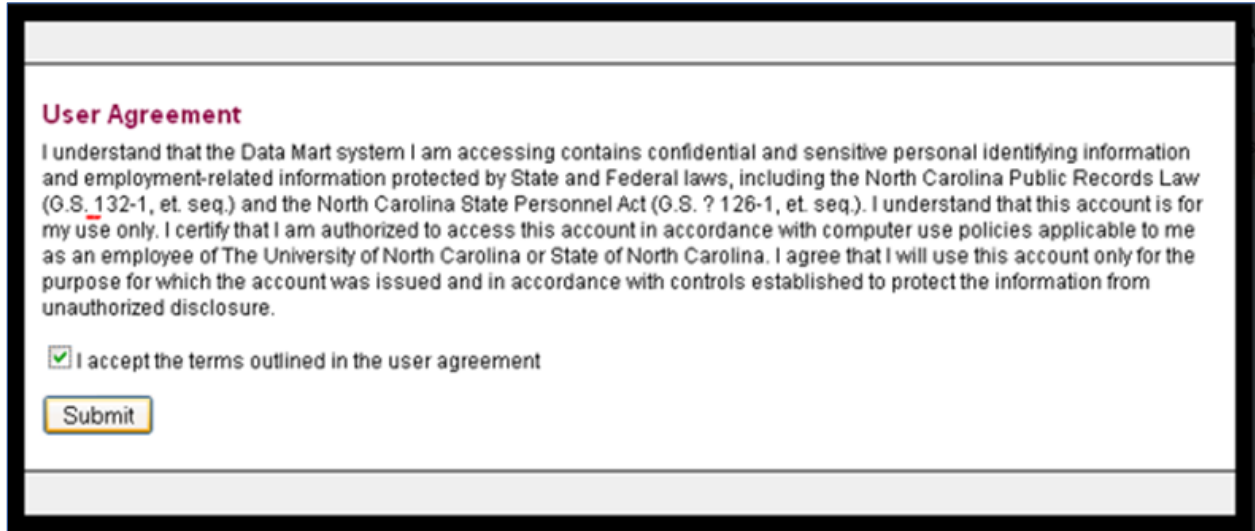
The system will open your campus login screen
Enter your university network Username and Password.
Click 'Sign In'.



The screenshot shows the ECSU campus login screen. On the left, the ECSU logo is displayed with the text 'ELIZABETH CITY STATE UNIVERSITY' and 'FOUNDED 1891'. To the right, there are two input fields: 'User ID' and 'Password'. Below the 'Password' field is a 'Sign In' button. At the bottom, there is a link: 'Forgot Your Password? Unable to Login? Click Here for assistance.'

For new users, please contact your campus HR DataMart Administrator to request access. Your campus HR DataMart Administrator will assign your user role and access.

If you are logging into HR DataMart for the first time, read the User Agreement, check the accept checkbox and click the submit button.



User Agreement

I understand that the Data Mart system I am accessing contains confidential and sensitive personal identifying information and employment-related information protected by State and Federal laws, including the North Carolina Public Records Law (G.S. 132-1, et. seq.) and the North Carolina State Personnel Act (G.S. 126-1, et. seq.). I understand that this account is for my use only. I certify that I am authorized to access this account in accordance with computer use policies applicable to me as an employee of The University of North Carolina or State of North Carolina. I agree that I will use this account only for the purpose for which the account was issued and in accordance with controls established to protect the information from unauthorized disclosure.

☒ I accept the terms outlined in the user agreement

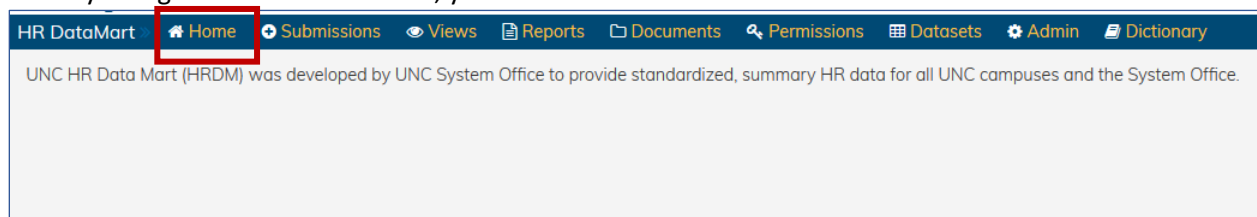
HR DataMart Tabs Overview

Most users will have the Home, Submissions, Views, Reports, Documents, Datasets and Dictionary tabs. Some users have additional tab options depending on their level of access.

Note: The Dictionary tab was added in 2019 and therefore it is not on some screenshots.

Home

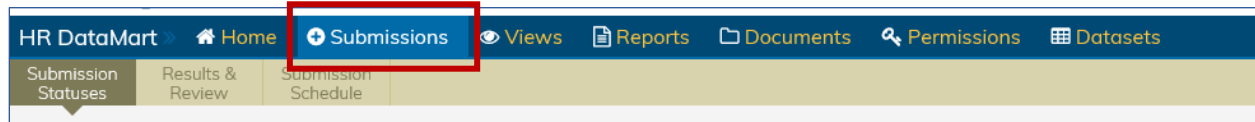
When you login to the HR DataMart, you land on the Home tab.



Submissions

The Submissions tab shows the monthly submission information for your campus. There are three subtabs under the Submissions tab:

- Submission Statuses
- Results & Review
- Submission Schedule



Submission Statuses

The Submission Statuses show all submissions that your campus has sent to the HR DataMart.





	CAMPUS	PERIOD	DUE DATE	LAST LOADED DATE	STATUS	ERRORS	WARNINGS	ACTIONS
1	NCSU	August FY 2019	08-31-2018	08-31-2018 16:21:48	OPENED	2	171	Q 🔒 ↻
2	NCSU	July FY 2019	07-31-2018	07-31-2018 17:25:19	CLOSED	0	235	Q
3	NCSU	June FY 2018	06-29-2018	06-28-2018 13:04:55	CLOSED	0	248	Q
4	NCSU	May FY 2018	05-31-2018	05-31-2018 11:39:17	CLOSED	0	240	Q
5	NCSU	April FY 2018	04-30-2018	04-30-2018 17:41:20	CLOSED	0	195	Q

The Submission Status list contains the following information:

- **CAMPUS:** Name of campus that submitted the data.
- **PERIOD:** The submission period.
- **DUE DATE:** Date the submission for that period is due. Campuses are given a 3 business day grace period after the Due Date to close their submissions.
- **LAST LOADED DATE:** Date the data was last loaded.
- **STATUS:** Current status of the submission:
 - OPENED:** The submission is open for the period. Only one period is open at a time.
 - CLOSED:** The submission is closed for the period
 - RUNNING:** The submission/data load is in progress.
- **ERRORS:** Number of errors (**ORANGE**) for the submission. Errors must be resolved prior to the monthly deadline. You can close only if you have 0 (zero) errors.
- **WARNINGS:** Column showing the number of edit warnings (**YELLOW**) for the submission. These will not prevent closing the period but should be reviewed and updated if necessary.

- a. Highlights of the **DUE DATE** and **STATUS** if the submission is still open and: it is past the submission due date, a new month has started, and there are 0 (zero) errors

SORT: CAMPUS (A-Z)

	CAMPUS	PERIOD	DUE DATE	LAST LOADED DATE	STATUS	ERRORS	WARNINGS	ACTIONS
1	NCSU	August FY 2019	08-31-2019	08-31-2018 16:21:48	OPENED	0	171	   



ACTIONS: Actions applicable to the period. Depending on the state of the submission, the time of the month or your access, you will see different Actions icons.

Possible Actions icons include **Review**, **Reload Submission**, **Close Submission** and **Open Next**.

Reopen Submission opens the current period after it is closed but before the period due date.

Open Next manually opens and pulls data for the next period when the current/last period is closed.

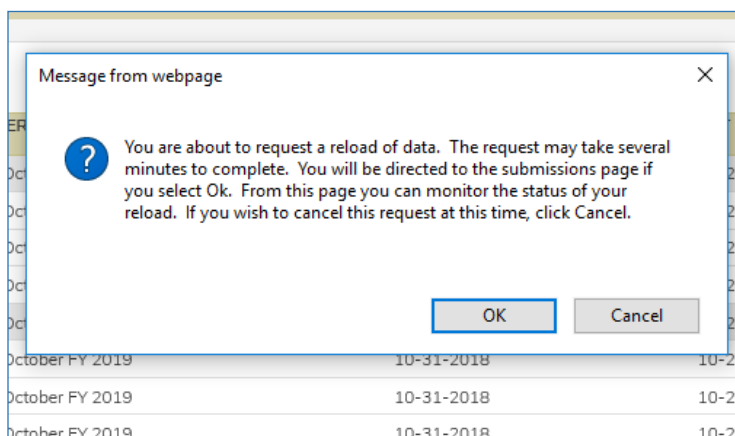
Reload Submission allows you to load your data into the HRDM while it is open.

Close Submission manually close the submission after errors have been resolved during the deadline period.

Review allows you to view detailed errors and warnings about your submission.

Note: Only specific campus users can load submissions.

Note: When users select "Reload Submission", the following message appears:



The campus can reload once the submission is open for that period.

If there are no errors on the due date, the system automatically closes the submission.

If the submission is not closed by the due date, the campus will need to manually close when all errors are resolved.

Review & Results

The Reviews & Results tab shows details about each successful submission to the Data Mart. Select a period and click the Search icon to get the results.

HR DataMart | Home | Submissions | Views | Reports | Documents | Permissions | Datasets | Admin

Submission Statuses | **Results & Review** | Submission Schedule

Campus: UNC-System-Office ▼

Period:

- September FY 2019
- August FY 2019
- July FY 2019
- June FY 2018
- May FY 2018
- April FY 2018
- March FY 2018
- February FY 2018
- January FY 2018
- December FY 2018
- November FY 2018
- October FY 2018
- September FY 2018

Validation Errors and Warnings

The search shows a list of errors (current period only) and warnings for the selected period. Previous periods will have only warnings since all of their errors would be resolved.

You will need to correct your errors and then reload your data from the submissions page!

Campus: UNC-System-Office ▼

Period: August FY 2019 ▼

Details Summary CSV Search Search

SORT: TYPE (A-Z)

	OVERRIDE	TYPE	NAME	DESCRIPTION
121		ERROR	Performance data is required at this point.	Performance data is required at this point. Check details for month.
122		ERROR	Performance data is required at this point.	Performance data is required at this point. Check details for month.

Note: Use the errors/warning Summary or Details icons to export your results to an Excel or CSV file.

Submission Schedule

The Submission Schedule tab shows the period open and due dates.

Submission Statuses	Results & Review	Submission Schedule	
Submission Schedule			
#	Period	Opens	Due Date
1	September FY 2019	09-21-2018	09-28-2018
2	October FY 2019	10-24-2018	10-31-2018
3	November FY 2019	11-23-2018	11-30-2018
4	December FY 2019	12-24-2018	12-31-2018

Reviewing HRDM Period using September 2018 as an example:

SEPTEMBER 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Period Start Date
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 Period Open Date	22
23	24 Period Open Date	25	26	27	28 Period Due Date	29
30	1 October Grace Period	2	3	4	5	6

- **PERIOD:** Reporting time frame, currently setup as a monthly period
- **PERIOD START DATE:** The first day of the period, usually the first day of the month or day after the last period closes.

- **PERIOD OPEN DATE:** Date the system automatically opens the period for all campuses. A campus can manually open before the Period Open Date. In this example, the system will automatically open all campuses that have closed for August but have not opened September.

The period is opened for 5 business days. Once opened, every day the system will automatically load the data for that period.

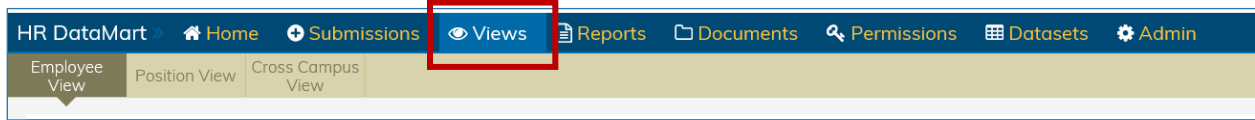
- **PERIOD DUE DATE:** The due date is 5 business days after the period open date. All errors should be resolved and the campuses should close the current period. If errors are not resolved, the system remains opened. If there are no errors on the morning of the due date, the system automatically closes the period.
- **GRACE PERIOD:** Campuses are given a 3-day grace period after the due date to resolve all errors and close the period. The campus will remain open until those errors are resolved. During the grace period and beyond, the campus will have to manually load the data submission and manually close the period.

Submission Process

- **EXTRACT CAMPUS DATA:** During the open/submission period, the web services architecture (or other process defined by the campus) will pull the data from the HRDM views into the HRDM.
 - a. **Load data:** The extracted data is processed and loaded into a temporary table space within the HRDM.
 - b. **Error check:** The temporarily loaded data is evaluated against the data definition to determine if it is valid or if there are errors.
 - c. **Email status:** Campus administrators receive daily email report concerning the status of the data load. Specifically, it will relay if the data load was successful or not, and what errors, if any, it encountered.
- **MANUAL LOAD:** If there were errors in the data load, the campus staff will need to investigate and correct as necessary. Then they can manually reload the data submission.
- **AUTO CLOSE:** If there are no errors on the morning of the period due date for a campus, the system automatically closes the submission for that campus.
- **CLOSED:** Once closed, a period can be reopened on or before the period due date. Once the due date is past, the period cannot be reopened. In addition, if a period is closed and a subsequent period is open, the closed period cannot be reopened. The campus will have to wait for the next period to make any data corrections.

Views

This section allows users to see data related to Employee View, Position View, and Cross Campus View. This allows you to view data for employees, positions and across multiple campuses.



Employee View

The Employee view provides information for one employee, using the following search criteria:

- Last Name
- First name
- Campus
- Campus identifier

Position View

The Position view provides information for positions and incumbents, using the following search criteria:

- Working Title
- SHRA Banded class
- Campus
- Position Number

Cross Campus View

The Cross Campus view provides data from the one or more campus, using the following criteria:

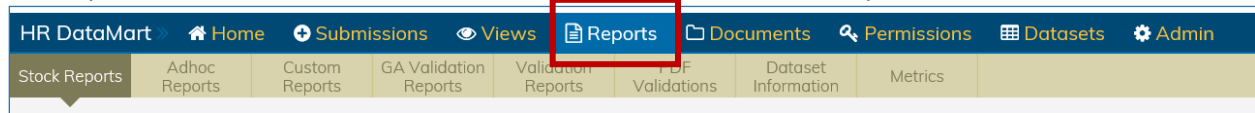
- Campus
- Position Type
- SHRA job family
- Period
- Working title
- JCAT code
- SOC code
- CUPA code
- SHRA job class

Note:

- You do not need to use every filter; the system defaults to “All”.
- Selecting filters limits your results and speeds the search process.
- Select multiple items in each filter by holding down the CTRL key and selecting the items.
- Click the Reset Filters button in the upper right to reset all filters.
- CSS category is specific to ECU.
- COS category is specific to NCSU.
- Working Title searchbox requires at least 3 characters.
- Periods are defined by FISCAL year; for example, December 2017 would translate as “December FY 2018” in HR DataMart.
- We are constantly looking to improve data accuracy and integrity. If you notice any issues or potential discrepancies with another campus’s data, please approach that campus directly, or create a ticket at hrdm@northcarolina.edu.

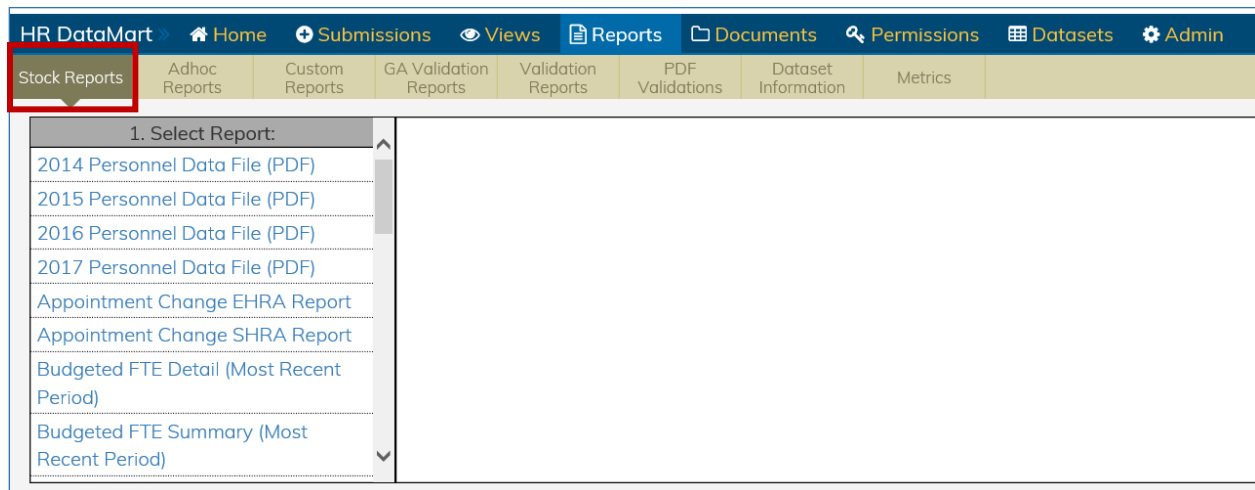
Reports

The Reports section allows users to view and create different kinds of reports.



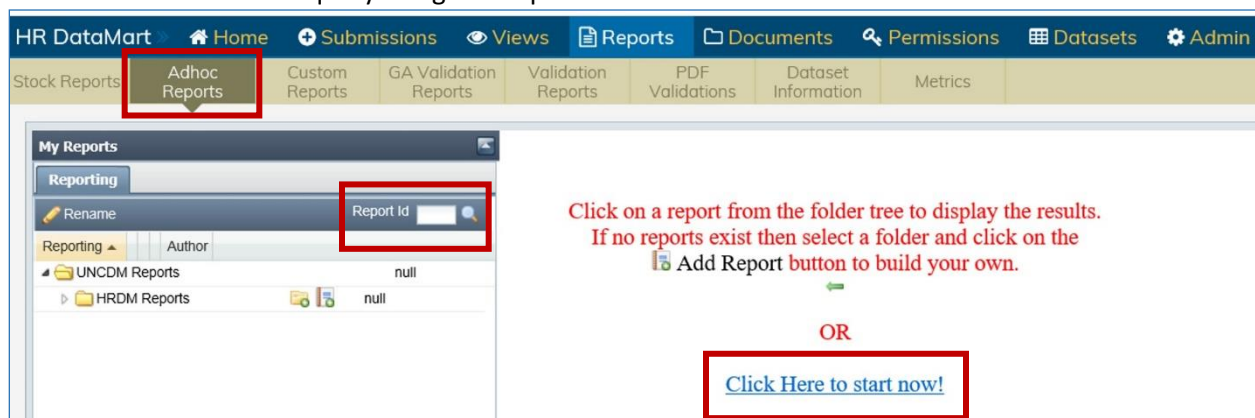
Stock Reports

Stock Reports are pre-created reports for which you can specify a few parameters via a drop down menu to see the customized results.



Adhoc Reports

Adhoc Reports is the reporting mechanism you can use with the datasets to perform custom queries. You can also search for a query using the Report ID field.



To create a new query/report

- Select '**Click Here to start now!**'
- Click the **Advanced** tab

Step 1: Select a Dataset

- Select a **Report Type**.
There are 2 Report Type options – **Flat and Pivot**.

Flat reports allow you to sort, count, total or give the average of data using only columns and rows, without the ability to drill down

Pivot reports allow you to automatically sort, count, total or give the average of data in one table or spreadsheet. It also allows you to drill down into information based on specific variables. For those with data containing a lot of information, you may find it difficult to get summarized information. A pivot report can quickly help summarize the data and highlight the desired information.

The screenshot displays the 'Advanced' report creation interface. On the left, a text box provides instructions: 'Please click Advanced to create your report. Once completed, you may click the Save button to store your report criteria for later.' On the right, the '1. Datasets' tab is active, showing a search bar with 'BASIC EMPLOYEE' entered. Below the search bar, the 'Report Type' is set to 'BASIC COMPENSATION DETAIL LATEST PRD' and the 'Report Title' is 'BASIC EMPLOYEE'.

Report Title

A Report Title is not required, but helpful to re-run the same report in the future. A title header will not print on any exported results unless you enter a Report Title here.

Step 2: Select Data to Display

This is the display for Report Type 'Flat'. Drag and drop or click on the arrow buttons to move selected fields to the columns box.

1. Datasets **2. Data To Display** 2b. Sorting and Aggregation 3. Data Filters 4. Results

Drag and drop or click on the arrow buttons to move fields to the columns box.

Fields

Search:

- ACADEMIC RANK DATE
- AGE RANGE
- ALSKN NATIVE OR AMRCN INDIAN?
- ARMED FRCS SRVCE MEDAL VETERAN?
- ASIAN?
- BIRTH DATE
- BLACK/AFRICAN AMERICAN?
- CAMPUS
- CITIZEN STATUS
- CLINICAL_OR_PRECLIN
- COMPETENCY CHANGE
- CONTRACT_AMOUNT
- CUPA_CODE
- CUPA_CODE_AND_DESC
- CUPA_CODE_VALUE
- DEGREE_LEVEL_DESC

Columns

Note: The Fields list contains a list of all the available datasets. You can also search for fields.

Note: Columns allows you to select which fields you want to include in your report.

Use the arrows in the middle to move fields from the field list to the columns and vice versa, or drag and drop fields between the 2 lists.

Creating a Flat report

1. Datasets 2. Data To Display 2b. Sorting and Aggregation 3. Data Filters 4. Results

Select a Dataset:

Report Type: **FLAT**

Report Title:

Step 2b: Sorting and Aggregation (Optional)

Sorts output results ascending (A-Z) or descending (Z-A).

Aggregation (Optional)

Applies an aggregate operation to this field. Example: AVG on the SALARY field

1. Datasets **2. Data To Display** **2b. Sorting and Aggregation** 3. Data Filters 4. Results

Field Name:	Sort:	Aggregation:	Use for Total:	Sort Order:
EMPLOYEE TYPE DETAILS	Ascending		<input type="checkbox"/>	0
EMPLOYEE ANNUAL BASE SALARY	Ascending	SUM	<input type="checkbox"/>	1

Return to Results Records Per Page: 25 ☐ Show Grand Totals

Use for Total

The chosen aggregation will be added to any other checked field to create a row total. Example: Base Salary + Other Salary could be added for a combined total; or, alternately, you could leave Other Salary unchecked so that only Base Salary goes toward the row total.

Records per Page

Controls the size of the pagination within the web browser. Default is 25, extending it can slow down processing.

Sort Order

A numeric value that controls the order of the sort. It will DEFAULT to the order of the fields in the selected on Data to Display tab. Therefore, you can drag/drop the sort order on that tab as well.

Show Grand Totals

Sum all of the total columns for each row into one master total row

Step 3. Data Filters

Use Data Filters to control or filter the subset of data used in the query. Select multiple values by holding down the 'CTRL' key and simultaneously clicking on the values you desire.

Field: You can select the field from the list for filter criteria.

Operation: Valid governing operators depend on the underlying data type of the field you select.

Operations and their meanings:

- = - The field selected will equal the value(s) you select
- != - The field selected will not be equal to the value(s) selected
- IN - the field selected will be included in the value(s) you select
- NOT IN - The field selected will be excluded from the value(s) you select.

Value: Depending on the underlying data type of the field, enter a value, select a date, or click on a list of items in a dropdown to specify the details.

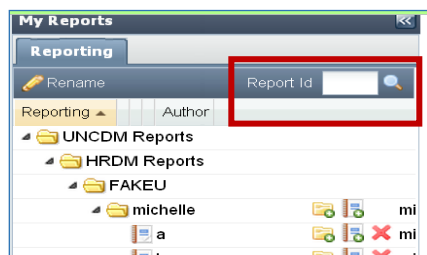
Erase Filters: Click the eraser icon to erase any filters.

Step 5. Results

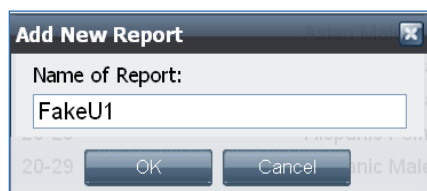
The Results tab shows the output of your query/report selections.

- **Export** the results to different file formats using the icons above the results
- **Save** the report by selecting SAVE. User will be prompted to name the report which will be saved to your personal subdirectory.
- **Report ID:**
Report ID is the number specifically associated with this report this number allows you to quickly generate a specific report without having to re-create the report. The report ID can be shared with others so they can re-run the same report or make modifications and save the new report as their own.
- **Pagination** - users can use the arrows at the bottom of the window to scroll through the pages if results exceed one page or refresh the report.

	EMPLOYEE_LAST_NAME	EMPLOYEE_DATE_OF_BIRTH	DEPARTMENT_OF_RANK	ACADEMIC_YEAR
1	ALLEN		SOG MPA Online Program	2013
2	ALLMAN		OBGYN-GynOnc	2014
3	ALSTON-DAYE		Psychiatry-Wakebrook ATC	2015
4	AMARAL		SOG MPA Online Program	2015
5	ANDERSON		SOG Sch of Government	2005
6	ANDRINGA		OBGYN-Horizons	2014
7	ANTON		Medicine-Gastroenterology	2011



Users can generate a previously processed report by entering the report ID in the 'Report ID' field on the Reporting tab and click on the search icon.

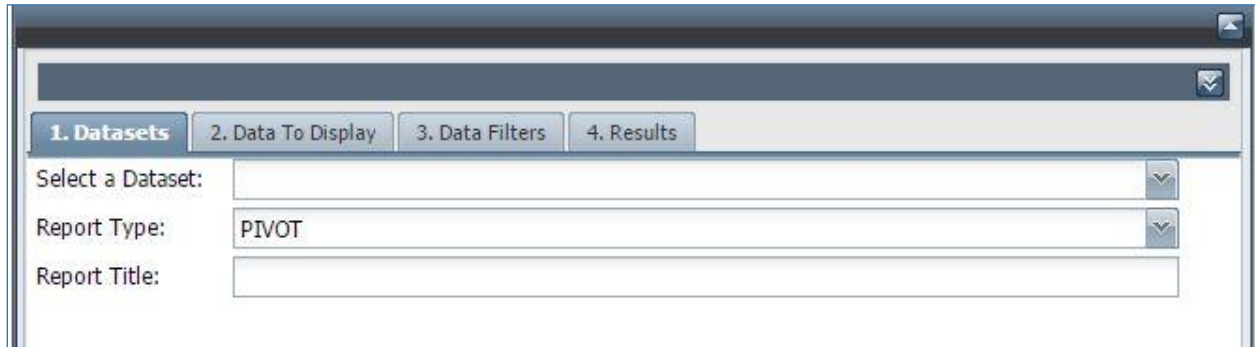


Note: If selection criteria for a report is changed, a new report ID is generated and the new report can be saved with a new name.

Creating a Pivot report

Step 1: Select a Dataset

Select the **PIVOT** Report Type



The screenshot shows the '1. Datasets' tab of a report creation window. It contains three input fields: 'Select a Dataset:' with a dropdown arrow, 'Report Type:' with a dropdown menu currently showing 'PIVOT', and 'Report Title:' with an empty text box.

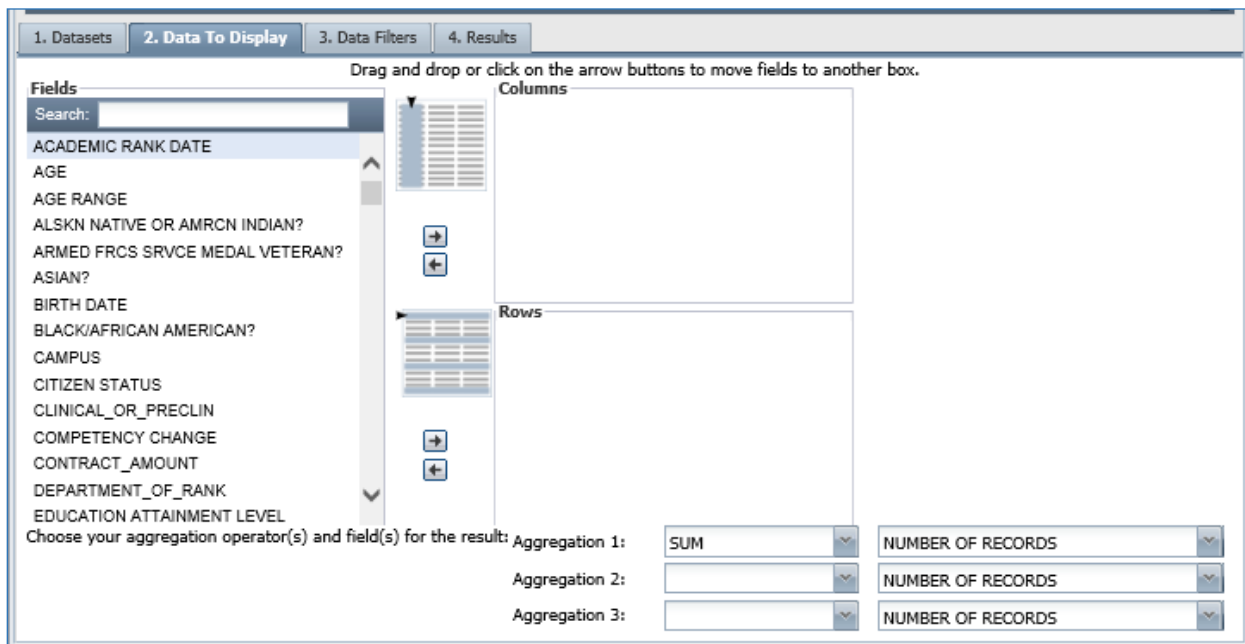
There are two types of reports (Pivot and Flat)

Flat reports allow you to sort, count, total or average data using only columns and rows, without the ability to drill down (Flat report was detailed in an earlier section of this user guide).

Pivot tables allow you to automatically sort, count, total or give the average of data in one table or spreadsheet. It also allows you to drill down into information based on specific variables. For those with data containing a lot of information, you may find it difficult to get summarized information. A pivot table can quickly help summarize the data and highlight the desired information.

Step 2: Select Data to Display

This is the display for Report Type 'Pivot'. Drag and drop or click on the arrow buttons to move selected fields to or from the columns and rows boxes.



The screenshot shows the '2. Data To Display' tab. On the left is a 'Fields' list with a search bar and various field names like 'ACADEMIC RANK DATE', 'AGE', 'BIRTH DATE', etc. In the center are two empty boxes labeled 'Columns' and 'Rows'. At the bottom, there are three aggregation settings, each with a dropdown for the operator (currently 'SUM') and a dropdown for the field (currently 'NUMBER OF RECORDS').

Fields Column: Contains a list of fields from the selected dataset. Drag or use the arrows to select the fields you want in the rows/columns boxes.

Aggregation Operator & Field: This controls the operator and field for the aggregation. If left blank, it will count the number of unique records.

Results

CAMPUS	EHRA	Total
ASU	1,060	1,060
ECSU	147	147
ECU	2,431	2,431
FSU	310	310
NCA&T	637	637
NCCU	411	411
NCSU	2,141	2,141
UNC-CH	4,459	4,459
UNCA	239	239
UNCC	1,251	1,251
UNCG	988	988
UNCP	313	313
UNCSA	156	156
UNCW	854	854
WCU	558	558

Use the top controls to expand all/collapse all or export the results to different file formats. Page through or refresh the results with the pagination controls at the bottom of the results.

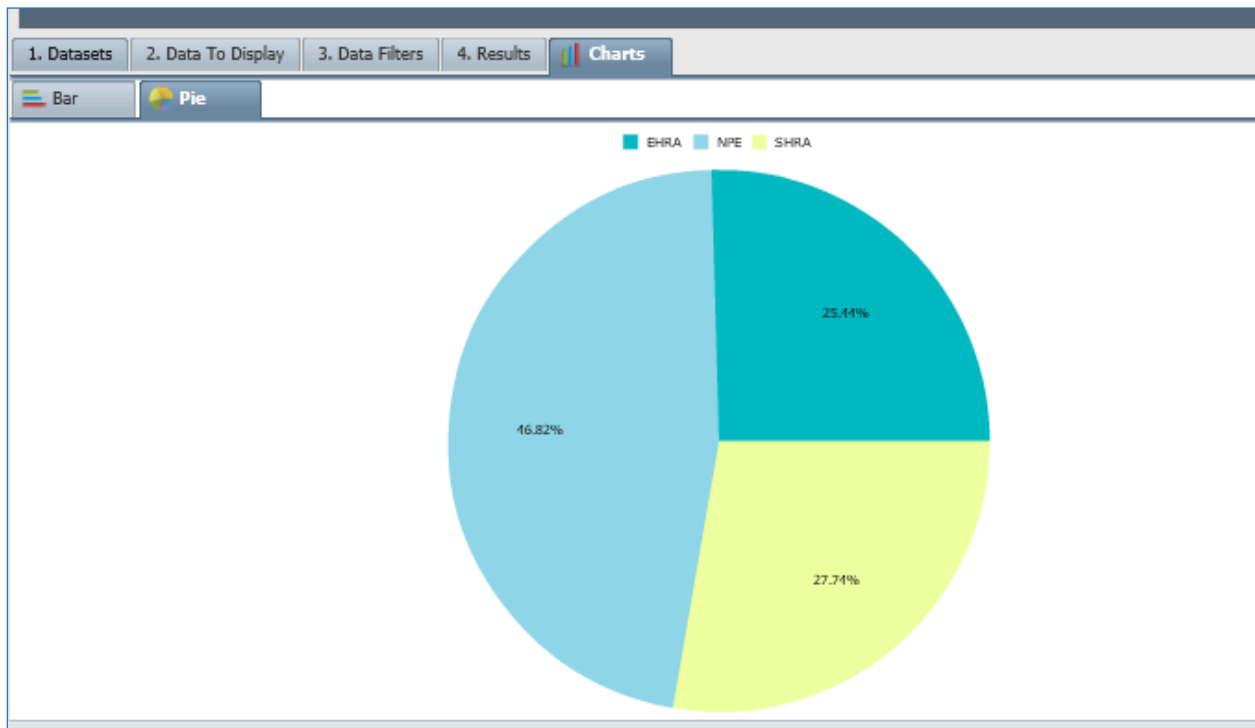
Drill Down

CAMPUS	EHRA	Total	
ASU	1,060	1,060	
ECSU	147	147	
191000	12	12	
200000	38	38	
201000	42	42	
202000	31	31	
205000	2	2	
206000	21	21	
212000	1	1	
ECU	2,431	2,431	
FSU	310	310	

If you added more than 1 row of data to display in a pivot table, click the "+" sign beside each row to expand to the next level of data.

Charts

Provides a graphical representation of data in either a Bar or Pie Chart.



Note: Although you can generate charts from flat files, they are mainly derived from Pivot Tables.

Note: It is important to know that if a report does not contain the values necessary to create a readable bar graph or pie chart, the tab displaying Charts will not be available.

Bar Graphs

Only allow one column

Only the first level of rows will be used.

Multiple aggregations will not display.

Pie Charts

Only allow one column

Only the first level of rows will be used. These will become the legend

The percentages will be based off of the total number

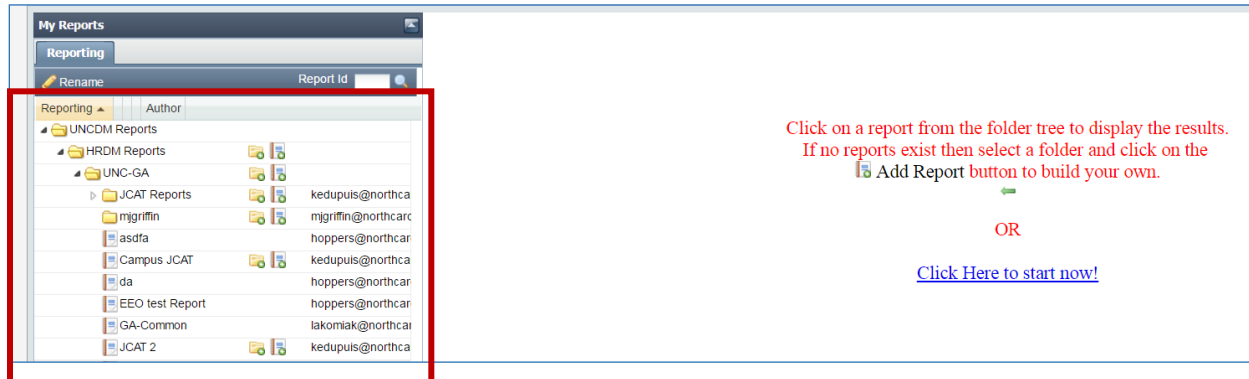
The use of filters is vital in order to create relevant pie charts.

Copy/Share/Delete Reports

You can copy reports from your personal folders and share them through the shared campus folders.

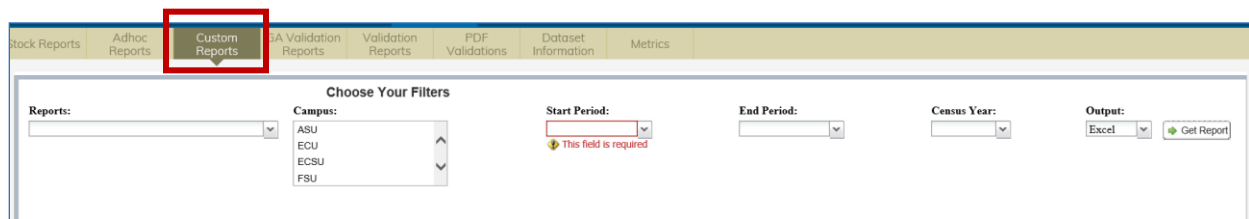
To move a personal report into a shared folder, click and drag the report from your personal folder to the campus destination folder. Look for the green plus icon, indicating it will be added before releasing your mouse.

You can delete a report by selecting the red X displayed to the right of the report you shared.



Custom Reports

Custom Report is reporting interfaces for special, standardized reports created by the System Office.



Step 1: Choose the Report from the Reports dropdown.

Step 2: Parameters are different for each custom report. Select the appropriate parameters based on the selected report.

Step 3: Choose the Output type.

Validation Reports

Validation reports provide a quick overview of key data elements for data integrity review. Select the report and appropriate parameters to view the results

Stock Reports	Adhoc Reports	Custom Reports	Validation Reports	PDF Validations	Dataset Information	Metrics
1. Select Report:			2. Specify Parameters:			
Broad Banded Employees Broad Banded Positions County Distribution Employee Statuses Employee Type / Appointment Period Overview Null EHRA Appointment Subtype (Employee) Null EHRA Appointment Subtype (Position)			COUNTY equals Any Run Report			

PDF Validations

The PDF Validations reports allow you to run various previous and current submissions using the PDF logic and compare to prior PDFs.

Select the report and appropriate parameters to view the results

Stock Reports	Adhoc Reports	Custom Reports	Validation Reports	PDF Validations	Dataset Information	Metrics
Report: 2 Year Opened Submission x Institution: UNC-CH Year: Only Include IPEDS Population? Run Excel PDF						
PDF Verify PDF Verify Opened Submission PDF Verify Last Closed Submission PDF 2 Year PDF 2 Year Opened Submission PDF 2 Year Last Closed Submission IPEDS PDF IPEDS PDF Opened Submission IPEDS PDF Last Closed Submission AAUP AAUP Opened Submission AAUP Last Closed Submission PDF Open v. Last Closed Comparison IPEDS PDF PY Comparison						

Dataset Information

Datasets provides detailed definitions about all of the collected data elements and derived fields for each dataset within HR DataMart. You can select a dataset to view its data dictionary. This page also displays information on the most recent submissions.

Welcome to the data dictionary for the HR Data Mart. This tool will provide detailed definitions about all of the collected data and derived fields for each dataset within the HR Data Mart. Please use the tabs on the left to navigate each dataset. To provide the necessary context for your report viewing, the table below outlines the current submission status for each campus in question for each month.

Submission	ASU	ECU	ECSU	FSU	NC A&T	NCCU	NCSU	UNCA	UNCCH	UNCC	UNCG	UNCO
October FY 2019												
September FY 2019												
August FY 2019												

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Color Codes

- Red = Missed Submission
- Green = Successful Submission
- Yellow = In Process (not closed)
- Grey = No Submission

Metrics

The Metrics page allows you to view termination metrics based on campuses and periods. You can also export the metric to an Excel file.

Termination Code: Involuntary, Other, Voluntary

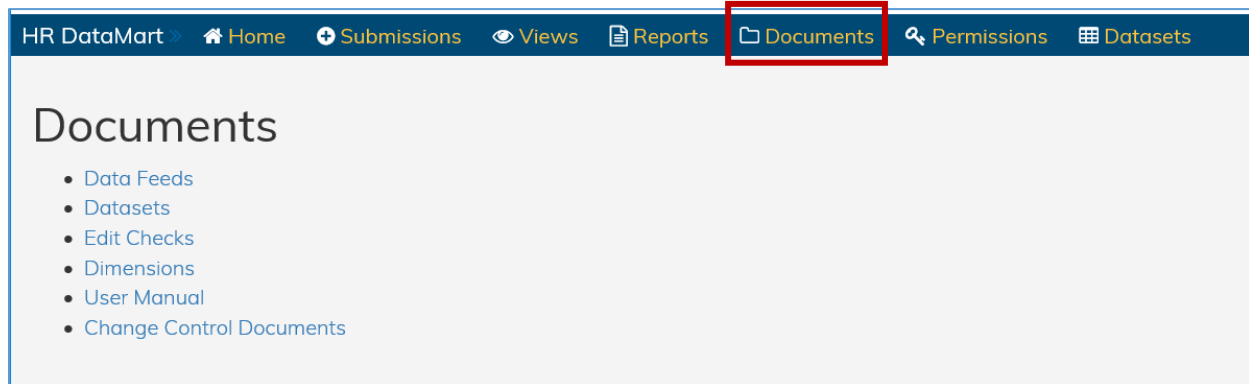
Period: October FY 2018, September FY 2018, August FY 2018, July FY 2018

Campus: ASU

CAMPUS	TERMINATION CODE	# SEPARATIONS	TOTAL EMPLOYEES	AVG # EMPLOYEES	TURNOVER RATE
ASU	Involuntary	5	2766	2766	.18
ASU	Other	6	2766	2766	.21
ASU	Voluntary	23	2766	2766	.83
ASU	Total	34	2766	2766	1.22

Documents

This section has information on Data Feeds, Datasets, Edit Checks, Dimensions and the user manual.



Data Feeds: Information on the data feeds submitted by the campuses.

Datasets: Information on datasets/views used for reporting.

Edit Checks: Edit check functionality does data verification and validation. This process is to ensure data collected is standardized.

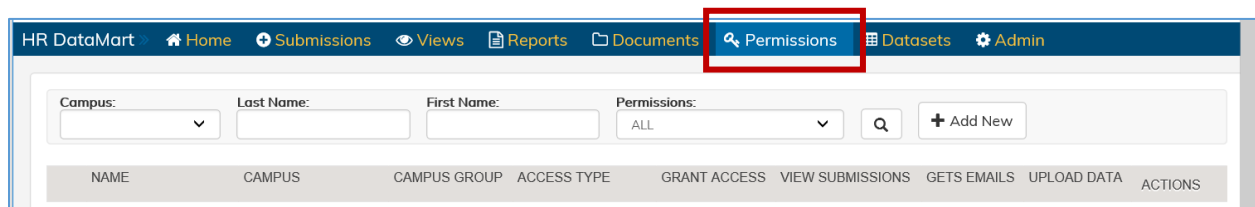
Dimensions: Defines the expected and accepted data values to ensure consistency.

User Manual: HRDM user manual.

Change Control Documents: Documents used for the annual HRDM enhancements.

Permissions

Displays a list of campus users, their role and permissions. Campuses will designate a Campus HR DataMart Administrator and Backup Administrator to assign campus users roles and access to HR DataMart. In Custom Reports, there is a report called User Permissions (Reports >> Custom Reports >> User Permissions) that displays a list of users for your campus.



Add a New User

Employee must have already logged into HRDM for their campus credentials to be recognized.

Step 1: Click the + Add New user button

The screenshot shows the HR DataMart Admin interface. The top navigation bar includes links for Home, Submissions, Views, Reports, Documents, Permissions, Datasets, and Admin. Below the navigation bar is a search and filter section with fields for Campus, Last Name, First Name, and Permissions. The '+ Add New' button is highlighted with a red box.

Step 2: Find the employee and click the search/magnifying glass button

The screenshot shows the HR DataMart Admin interface with a search modal open. The search filters (Campus, Affiliation, Last Name, First Name) and the search button (magnifying glass) are highlighted with a red box. Below the search filters is a table of results with columns for NAME, CAMPUS, CAMPUS GROUP, ACCESS TYPE, GRANT ACCESS, VIEW SUBMISSIONS, GETS EMAILS, UPLOAD DATA, and ACTIONS.

Step 3: Click the plus sign to select a user

The screenshot shows the HR DataMart Admin interface with the search results table. The plus sign in the ACTIONS column is highlighted with a red box. The table has columns for ACTIONS, NAME, CAMPUS, EMAIL, AFFILIATION, and DATAMART TYPE. The results show five users: Doe, John; Doe, Johnny V; Doell, Elaine; Doell, Elaine L; and Doey, William.

ACTIONS	NAME	CAMPUS	EMAIL	AFFILIATION	DATAMART TYPE
+	Doe, John	UNC-System	jdoe@northcarolina.edu	Staff	
+	Doe, Johnny V	NCCU	jdoe50@nccu.edu	Staff	
+	Doell, Elaine	ECU	DOELLE17@ECU.EDU	Staff	
+	Doell, Elaine L	UNCW	doelle@uncw.edu	Staff	HRDM
+	Doey, William	UNC-System	wcd@northcarolina.edu	Staff	

Displaying 1-5 of 5

The system displays the user's information

Add User

Account Id: Email:

First Name: Last Name:

Campus: UID:

Datamart Type: Access Type:

Group:

☐ View Submissions ☐ Get Emails ☐ Upload

Step 4: Select the Access Type

Add User

Account Id: Email:

First Name: Last Name:

Campus: UID:

Datamart Type: Access Type:

Group:

☐ View Submissions ☐ Get Emails

Campus Admin: will have access to all HRDM data including Performance Review scores.

Campus General: will have access to all HRDM excluding Performance Review scores (most campus employees will be assigned this type).

Step 4: Select the user's Group

Add User

Account Id: Email:

First Name: Last Name:

Campus: UID:

Datamart Type: Access Type:

Group:

☐ View Submissions

Step 4: Select the user's permissions and click the Next button

Add User

Account Id: Email:

First Name: Last Name:

Campus: UID:

Datamart Type: Access Type:

Group:

☐ View Submissions ☐ Get Emails ☐ Upload

Select the all the options this employee should have:

View Submissions: Can view monthly HRDM submissions

Get Emails: Receives HRDM notification emails

Upload: Can load monthly submissions in HRDM

Step 5: Search for datasets (just clicking the search button will display all datasets)**Step 6:** Select the datasets that the user should access**Step 7:** Save your changes

Select Dataset(s)

Dataset Name: Master Dataset: Dataset Type:

	NAME	MASTER	TYPE
<input type="checkbox"/>	2014 PDF (Preliminary)	2014 PDF (Preliminary)	MASTER
<input type="checkbox"/>	2015 PDF	2015 PDF	MASTER
<input type="checkbox"/>	2016 PDF	2016 PDF	MASTER
<input type="checkbox"/>	2017 PDF	2017 PDF	MASTER
<input type="checkbox"/>	BASIC BUDGET	BASIC BUDGET	MASTER
<input type="checkbox"/>	BASIC BUDGET LATEST PRD	BASIC BUDGET	FILTERED
<input type="checkbox"/>	BASIC COMPENSATION DETAIL	BASIC COMPENSATION DETAIL	MASTER
<input type="checkbox"/>	BASIC COMPENSATION DETAIL LATEST PRD	BASIC COMPENSATION DETAIL	FILTERED
<input type="checkbox"/>	BASIC COMPENSATION SUMMARY	BASIC COMPENSATION SUMMARY	MASTER

Datasets

Allows you to view available datasets and view/add/remove users for the datasets.

View users with access to a Dataset

Click the Datasets Menu and find the Dataset you want

Select the search icon in the Actions column to see all the users assigned a specific dataset.

HR DataMart						
Home Submissions Views Reports Documents Permissions Datasets Admin						
Dataset Name: <input type="text"/> Master Dataset: <input type="text"/> Dataset Type: <input type="text"/> <input type="button" value="Q"/>						
SORT: MASTER DATASET (A-Z)						
NAME	DATASET ID	MASTER DATASET	DATASET TYPE	AGGREGATE DATASET	CREATED DATE	ACTIONS
1 2014 PDF (Preliminary)	28	2014 PDF (Preliminary)	MASTER	N	2013-11-17 00:00:00	
2 2015 PDF	32	2015 PDF	MASTER	N		
3 2016 PDF	543	2016 PDF	MASTER	N		
4 2017 PDF	723	2017 PDF	MASTER	N		
5 BASIC BENEFITS - GA	15		FILTERED			
6 BASIC BENEFITS LATEST PRD - GA	19	BASIC BENEFITS - GA	FILTERED			

Modify an existing User Permissions

Click the Datasets Menu and find the Dataset you want

Select the key icon in the Actions column to open the Permissions page.

HR DataMart						
Home Submissions Views Reports Documents Permissions Datasets Admin						
Dataset Name: <input type="text"/> Master Dataset: <input type="text"/> Dataset Type: <input type="text"/> <input type="button" value="Q"/>						
SORT: MASTER DATASET (A-Z)						
NAME	DATASET ID	MASTER DATASET	DATASET TYPE	AGGREGATE DATASET	CREATED DATE	ACTIONS
1 2014 PDF (Preliminary)	28	2014 PDF (Preliminary)	MASTER	N	2013-11-17 00:00:00	
2 2015 PDF	32	2015 PDF	MASTER	N		
3 2016 PDF	543	2016 PDF	MASTER	N		
4 2017 PDF	723	2017 PDF	MASTER	N		
5 BASIC BENEFITS - GA	15		FILTERED			
6 BASIC BENEFITS LATEST PRD - GA	19	BASIC BENEFITS - GA	FILTERED			

Find the user and check/uncheck the checkbox to add or remove access for this dataset
Click the Save button

(28) 2014 PDF (Preliminary)

Campus: Access Type: Last Name: First Name:

<input type="checkbox"/>	Full Name	Campus	Email	Role	HRDM
<input checked="" type="checkbox"/>	Burchinal, Mitzi	UNCG	mjwilder@uncg.edu	Staff	HRDM
<input type="checkbox"/>	Burrows, Nathan	UNCG	nlburrow@uncg.edu	Staff	HRDM
<input checked="" type="checkbox"/>	Burwell, Sharon	NCA&T	sburwell@ncat.edu	Member	HRDM
<input checked="" type="checkbox"/>	Burwell, Timothy	ASU	burwellth@appstate.edu	Member	HRDM
<input type="checkbox"/>	Butler, Todd	UNC-CH	linc_butler@unc.edu	Employee	HRDM
<input checked="" type="checkbox"/>	Bynum, Lora	NCCU	lbynum@NCCU.EDU	Employee	HRDM
<input type="checkbox"/>	Campbell, James	UNC-System	jrcampbell@northcarolina.edu	Member	HRDM
<input checked="" type="checkbox"/>	Carawan, Donna	ECU	PARAMORED@ecu.edu	Staff	HRDM
<input type="checkbox"/>	Carey, Courtney	UNC-CH	courtney_carey@unc.edu	Employee	HRDM
<input type="checkbox"/>	Carrigan, Sarah	UNCG	sdcarrig@uncg.edu	Staff	HRDM
<input type="checkbox"/>	Cassim-Sims, Rowena	UNCG	rjcassim@uncg.edu	Staff	HRDM
<input type="checkbox"/>	Catley, Diana	WCU	dcatley@email.wcu.edu	Employee	HRDM
<input type="checkbox"/>	Caulk, Pamela B.	UNCW	caulkp@uncw.edu	Staff	HRDM
<input type="checkbox"/>	Causby, Cory	WCU	causby@email.wcu.edu	Employee	HRDM
<input type="checkbox"/>	Chamberlin, Brian	WCU	bchamber@email.wcu.edu	Employee	HRDM

You can run the Reports/ Custom Reports/User Permissions to review your changes.

Admin

The Admin menu is available to the System Office Admin and gives access to all campuses and data. Several Custom Reports and Datasets are only accessible to System Office Administrators and System Office General Users.

This section allows admins access to the Holiday Schedule, Report Inventory and CMS.

HR DataMart [Home](#) [Submissions](#) [Views](#) [Reports](#) [Documents](#) [Permissions](#) [Datasets](#) [Admin](#)

Holidays [Report Inventory](#) [CMS](#)

Holidays

Some System Office Admins have access to the Staging Tables (in the Dataset list) in Adhoc Reports. This access allows the admins to see the data a campus is submitting before the submission is closed and assist the campus with troubleshooting errors.

Holiday Schedule

The Holidays tab allows you to add holidays to the system.

Report Inventory

Lists every stock report along with its related data elements

Edit	Remove	Report Id	Report Type	Title	Description	Filters	Data Elements	Aggregations
Edit	Remove	986	PIVOT	Broad Banded Employees	Broad Banded Employees	SHRA_SCHEMATIC_C...	EMPLOYEE_TYPE, EMPLOYEE_COMP_LEVEL, CAMPUS	SUM(COUNT OF RECORDS)
Edit	Remove	994	PIVOT	Broad Banded Positions	Broad Banded Positions		POSITION_TYPE, POSITION_COMP_LEVEL, CAMPUS	SUM(COUNT OF RECORDS)
Edit	Remove	1028	PIVOT	County Distribution	County Distribution	COUNTY	POSITION_TYPE_DETAILS, COUNTY	SUM(COUNT OF RECORDS)
Edit	Remove	1029	PIVOT	Employee Statuses	Employee Statuses	EMPLOYEE_STATUS	EMPLOYEE_TYPE_DETAILS, EMPLOYEE_STATUS, TERMINATION_CODE	SUM(COUNT OF RECORDS)

CMS

CMS allows users to manage web content, documents, navigation, presentation and security for the site. Admins can also impersonate users. System Office Administrators can primarily use the CMS set user function to create report for an OSHRA member who do not have access to a particular report/Dataset. The OSHR member can then run the report after it is generated by System Office admin.

Content Management

- [Create New Page](#)
- [Edit Page](#)
- [Page Locks](#)
- [Document Manager](#)
- [Menu Label Manager](#)
- [Copy Menu](#)
- [List Manager](#)

Security

- [Manage Groups](#)
- [Manage Shared Pwds](#)
- [Set User \(SU\)](#)

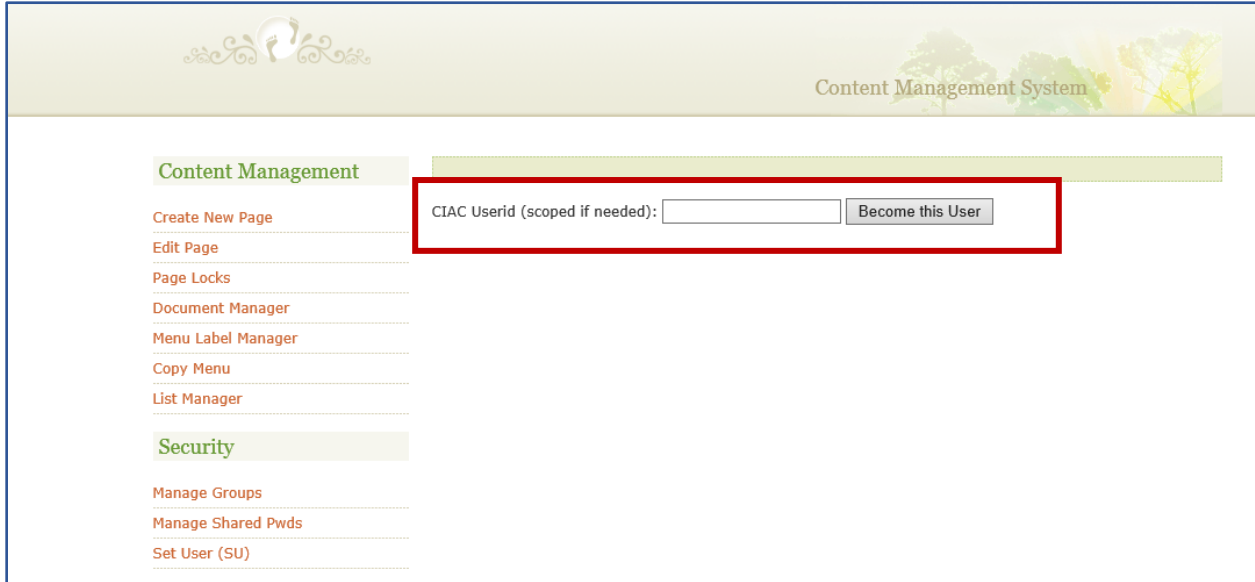
Content Management System

Use the menu options on this page to manage your web content, documents, navigation, presentation and security for your site.

To impersonate a user, click the Set User (SU) link
The system displays the userid textbox

Enter the user's email and click the 'Become this User' button (To find the user's email in the system, go to the Permissions menu and search for the user)

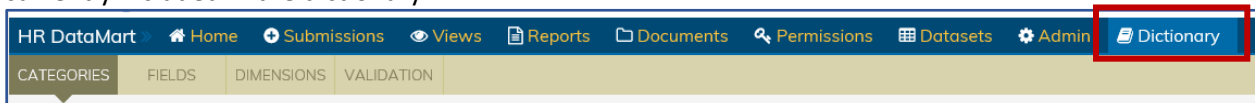
When you 'become this user' you are impersonating the user in HRDM



The screenshot shows the 'Content Management System' interface. On the left, there is a sidebar with a 'Content Management' section containing links: 'Create New Page', 'Edit Page', 'Page Locks', 'Document Manager', 'Menu Label Manager', 'Copy Menu', and 'List Manager'. Below this is a 'Security' section with links: 'Manage Groups', 'Manage Shared Pwds', and 'Set User (SU)'. The main content area has a header 'Content Management System' and a search bar. A red box highlights the search bar with the text 'CIAC Userid (scoped if needed):' and a 'Become this User' button.

Dictionary

The Dictionary was added in 2019 so it is not on prior screenshots. The Dictionary contains information about the datasets, fields, dimensions and validations/edit checks in the HRDM. This data dictionary will eventually replace the Excel documents that currently store such information. The data feeds are not currently included in the dictionary.



The screenshot shows the HR DataMart navigation bar. It includes links for 'Home', 'Submissions', 'Views', 'Reports', 'Documents', 'Permissions', 'Datasets', 'Admin', and 'Dictionary'. The 'Dictionary' link is highlighted with a red box. Below the navigation bar, there are tabs for 'CATEGORIES', 'FIELDS', 'DIMENSIONS', and 'VALIDATION'.

Categories

Categories shows the datasets based on the seven data feeds. Selecting a category allows you to view its related datasets.

- Select each dataset to view the fields included in that dataset.
- Use the search box to search for fields in the selected Dataset.
- Export all fields for the selected Dataset using the Excel button.

DATA DICTIONARY
The Data Dictionary presents summary and detail information about the elements in the HR Data Mart (HRDM). Data elements can be viewed hierarchically by category and dataset in which they appear or they can be viewed alphabetically by element name. Search and sort features are also available.

Details

BASIC EMPLOYEE

For an employee's primary job, this item applies to any position that is reported as an administrator in the annual CUPA survey. It is left blank/NULL for all other positions. This field represents the row CUPA code prior to 2013.

ELEMENT NAME	DEFINITION	DATA TYPE	STATUS
4-Digit Cupa Code	For an employee's primary job, this item applies to any position that is reported as an administrator in the annual CUPA survey. It is left blank/NULL for all other positions. This field represents the row CUPA code prior to 2013.	VARCHAR2	A
4-Digit Cupa Code Description	Original CUPA Code value prior to 2013 Description.	VARCHAR2	A
4-Digit Cupa Code Value	Original CUPA Code value prior to 2013.	VARCHAR2	A
Academic Rank Date	Date current academic rank assigned. (EPA and NPE only).	DATE	A
Age Range	A derived field based on an individual's birth date, which will categorize them into ten year age ranges.	VARCHAR2	A
Alaskan Native Or American Indian	A boolean value (Y=Yes, N=No) indicating whether the employee self-identified themselves as being an Alaskan Native or American Indian.	VARCHAR2	A
Armed Forces Service Medal Veteran	A boolean value (Y=Yes, N=No) indicating whether the employee self-identified themselves as being an Armed Forces Service Medal Veteran.	VARCHAR2	A
Asian	A boolean value (Y=Yes, N=No) indicating whether the employee self-identified themselves as being Asian.	VARCHAR2	A
Black/African American	A boolean value (Y=Yes, N=No) indicating whether the employee self-identified themselves as being Black/African American.	VARCHAR2	A
Campus	The abbreviation for the UNC campus supplying the data record.	VARCHAR2	A

Displaying 1-10 of 147

Fields

Fields allows you to view all of the fields in the HRDM Datasets.

- Use the search box to search for fields in the HRDM Datasets.
- Use the status dropdown to filter the field list.
- Export all fields for the selected Dataset with the Excel button.
- Click the plus (+) sign to view details, datasets and history for a field.

Search: **Status:** All Q

SORT: ELEMENT NAME (A-Z) +

ELEMENT NAME	DEFINITION	DATA TYPE	COLUMN NAME	STATUS
4-Digit Cupa Code	For an employee's primary job, this item applies to any position that is reported as an administrator in the annual CUPA survey. It is left blank/NULL for all other positions. This field represents the row CUPA code prior to 2013.	VARCHAR2	CUPA_CODE_VALUE_OLD	A
4-Digit Cupa Code Description	Original CUPA Code value prior to 2013 Description.	VARCHAR2	CUPA_CODE_AND_DESC_OLD	A
4-Digit Cupa Code Value	Original CUPA Code value prior to 2013.	VARCHAR2	CUPA_CODE_OLD	A
Academic Rank	EPA Faculty: For an employee's primary position, this field provides further refinement about its level within the academic structure. EPA Non-Faculty: N/A SPA/CSS/COSS/NPE: N/A	VARCHAR2	ACADEMIC_RANK	I
Academic Rank Code	A code indicating the academic rank of an employee. Applies to EPA Faculty and may apply to NPE ? Temporary Faculty.	VARCHAR2	ACADEMIC_RANK_CODE	A
Academic Rank Code I/peds		VARCHAR2	ACADEMIC_RANK_CODE_IPEDS	A
Academic Rank Date	Date current academic rank assigned. (EPA and NPE only).	DATE	ACADEMIC_RANK_DATE	A

Dimensions

Dimensions contains information for the dimensions included in the Datafeeds.

- Select a dimension on the left to view the dimension options
- The top search allows you to search the Dimension list on the left
- The lower search allows you to search for a specific item in the selected dimension list

HR DataMart | Home | Submissions | Views | Reports | Documents | Permissions | Datasets | Admin | Dictionary

CATEGORIES | FIELDS | **DIMENSIONS** | VALIDATION

DIMENSIONS

APS - Appointment Subtypes

APT - Appointment Types

AR - Academic Rankings

ARM - Academic Rank Modifiers

BENEFITS - BENEFIT_GROUP_CODE

BUD - Budget

CIP - CIP Code

COMP - Competency Levels

COU - Counties

CS - Citizen Status

Excel | CSV | ☒ Header/Footer

Search

SORT: VALUE (A-Z)

VALUE	NAME	DESCRIPTION	STATUS
A	SAAO (Tier I)	SAAO (Tier I)	A
B	SAAO (Tier II)	SAAO (Tier II)	A
F	Faculty	Faculty	A
L	Professional Librarian	Professional Librarian	A
N	Not Determined	Not Determined	A
P	Instructional, Research, or Public Service	Instructional, Research, and Information Technology	A
R	Research	Research	A
	None	None	A

Displaying 1-8 of 8

Validation (Edit Checks)

Validation shows the validations/edit checks used for the Datafeeds. Use this tab to troubleshoot HRDM errors and warnings.

- Select Feed and Edit Type and click Show Summary to view errors/warnings
- Use the Export buttons to export to Excel or CSV
- Search validations using the search box

HR DataMart | Home | Submissions | Views | Reports | Documents | Permissions | Datasets | Admin | Dictionary

CATEGORIES | FIELDS | DIMENSIONS | **VALIDATION**

FEED: BUDGET | Edit Type: ERROR | Show Summary | Export to CSV | Export to EXCEL

Search:

ID	NAME	DESCRIPTION	TYPE	FEED	VALIDATION SQL
15	State Funding Type	If data is supplied (not empty/null), then the funding source must be marked as State Funds (code=1).	ERROR	BUDGET POSITIONS	SELECT DISTINCT 'State Funding Type ' A.STATE_FUNDING_TYPE ' (' A.POSITION_NBR ') ' ' ; POSITION_E_CLASS : ' C.E_CLASS_DETAILS, NULL CID, NULL CLASSIFICATION_TYPE, A.POSITION_NBR, C.HOME_DEPARTMENT, B.EDIT_ID, B.EDIT_NAME, B.EDIT_DESC, B.EDIT_TYPE, B.OVERRIDE FROM HRDM_POSITION_BUDGET_STAGING A, HRDM_EDIT_CODES B, HRDM_POSITION_STAGING C WHERE B.EDIT_ID = 15 AND A.SUBMISSION_ID = SubmissionId AND A.POSITION_NBR = C.POSITION_NBR AND A.SUBMISSION_ID = C.SUBMISSION_ID AND A.STATE_FUNDING_TYPE IS NOT NULL AND (A.FUNDING_SOURCE IS NULL OR A.FUNDING_SOURCE != '1')
16	Required Field	All REQUIRED fields must be populated on this record before we can accept the data submission.	ERROR	BUDGET POSITIONS	SELECT 'UNCDL_POSITIONS_BUDGETS DATASET: Position Number ' A.POSITION_NBR ' BUDGET CODE ' A.NCAS_BUDGET_CODE ' COLLING: ' (SELECT 'POSITION_NBR,' FROM HRDM_POSITION_BUDGET_STAGING WHERE POSITION_NBR IS NULL AND BUDGET_ID = A.BUDGET_ID) (SELECT 'EFFECTIVE DATE ' FROM HRDM_POSITION_BUDGET_STAGING WHERE EFFECTIVE DATE

The End!