

# HR OVERALL UNIVERSE REFERENCE GUIDE

Ease of Use:  (Easy)  (Medium)  (Difficult)

<p><b>DM – HR Payroll Reconciliation</b></p> <p><b>Ease of Use:</b></p> 	<ul style="list-style-type: none"> <li>• This universe is over data structures that store Person and Appointment information related to Payrolls. It stores this information as of the last date of the pay period. This data does not get updated when somebody goes into Banner and does a retroactive update. The data is static. The purpose of this Universe is to help with the reconciliation of Payroll.</li> <li>• This universe contains several indicators to help identify potential payroll errors. These indicators include a flag that identifies which CFOAPALs people have been paid off of are different from their set up on the Job, a flag that identifies which people the Org in the CFOAPAL does not match the home Org and a flag that identifies which CFOAPALs do not match those that person was paid from last pay.</li> <li>• This universe gets updated when the payroll data is posted to finance.</li> </ul> <p>Types of business questions you can answer using this universe are:</p> <ul style="list-style-type: none"> <li>✓ What C-FOAPALs have employees in my department been paid from?</li> <li>✓ Who has been paid from my CFOAPALs</li> <li>✓ How much has been paid from my CFOAPALs</li> <li>✓ For whom does my paid CFOAPALs not match my set up CFOAPALs</li> <li>✓ Who am I paying that is not in my organization?</li> <li>✓ What are my potential payment errors?</li> </ul> <p>What range of dates does the data encompass: The current and two previous fiscal years</p> <p><b>Note:</b> This is a new product that only has data beginning with Fiscal Year 2008.</p> <p>How often is the data updated: Every Payroll Calc</p>
<p><b>EDW – HR Deduction Administration</b></p> <p><b>Ease of Use:</b></p> 	<ul style="list-style-type: none"> <li>• This universe contains historical records of payroll deductions taken, and their set up for employees. All deductions subtracted from gross pay are included. These deductions are categorized as follows: Medical Deductions, Union Deductions, Miscellaneous Deductions, Secured Miscellaneous Deductions, Tax Deductions, Charitable Deductions, Retirement Deductions, Transit Deductions, and Life Disability Deductions. Also included is position and job information along with leave of absence data for employee. Address, phone and email data for employees in contained in the Universe. Unlike the bulk of the data in this universe, address, phone and email data is limited to current records only.</li> <li>• Access to this Universe is limited to the Benefits Office and the Payroll Office</li> </ul> <p>Types of business questions you can answer using this universe are:</p> <ul style="list-style-type: none"> <li>✓ How many people have signed up for a particular deduction?</li> </ul> <p>What range of dates does the data encompass: January 2004 to current</p> <p>How often is the data updated: Nightly</p>

<p><b>EDW – HR Employee Administration</b></p> <p><b>Ease of Use:</b></p> 	<ul style="list-style-type: none"> <li>• This Universe contains historical records of positions held by employees. This includes position and job information, faculty rank and tenure information, as well as biographic and demographic information for employees. Also included in this universe is Campus address/phone and email along with Non-Campus address/phone and email.</li> <li>• The types of business questions you can answer using this universe are: <ul style="list-style-type: none"> <li>✓ How many employees in my department have PhDs?</li> <li>✓ What is the Rank and Tenure of my Faculty?</li> <li>✓ How many employees do I have in a particular e-class?</li> <li>✓ Who was working in my College/Department as of a particular date?</li> <li>✓ Which employees have Visas, and when do they expire?</li> </ul> </li> </ul> <p>What range of dates does the data encompass: January 2004 to current</p> <p>How often is the data updated: Nightly</p>
<p><b>EDW – HR Leave Tracking</b></p> <p><b>Ease of Use:</b></p> 	<ul style="list-style-type: none"> <li>• This universe contains historical information on accrued leave balances, leave taken, non-accruable leave, FMLA usage, by employee, position and job.</li> <li>• Accrued Leave contains records of leave as it is accrued by pay period</li> <li>• For most monthly paid employees, leave taken is entered into Banner on a bi-annual basis. Please be aware that leave taken balances in the EDW are accurate as of the last entry into Banner and may not include recent leave activity.</li> <li>• Types of business questions you can answer using this universe are: <ul style="list-style-type: none"> <li>✓ How much vacation and sick leave have my employees taken?</li> <li>✓ How much vacation and sick leave have my employees earned?</li> <li>✓ When was the last time a professor took their sabbatical?</li> </ul> </li> </ul> <p>What range of dates does the data encompass: January 2004 to current</p> <p>How often is the data updated: Nightly</p>
<p><b>EDW – HR Payroll</b></p> <p><b>Ease of Use:</b></p> 	<ul style="list-style-type: none"> <li>• This universe contains historical records of payroll runs. This includes the gross pay, employer paid benefits, earnings transfers, re-issued checks, as well as the C-FOAPAL that pay has been posted to for each employee. Also contained in this universe is position and job information.</li> <li>• Types of business questions you can answer using this universe are: <ul style="list-style-type: none"> <li>✓ What C-FOAPALS have employees in my department been paid from?</li> <li>✓ Who has been paid out of my CFOAPALS?</li> <li>✓ How much has been paid out of my CFOAPALS for payroll?</li> </ul> </li> </ul> <p>What range of dates does the data encompass: January 2004 to current</p> <p>How often is the data updated: Nightly</p>

<p><b>EDW – HR Position Job Hierarchy</b></p> <p><b>Ease of Use:</b></p> 	<ul style="list-style-type: none"> <li>• This universe contains historical records of positions and jobs held by employees. This includes position, position attribute and job information, as well as biographic and demographic information for employees. Also included in this universe is Campus address/phone and email along with Non-Campus address/phone and email.</li> <li>• Types of business questions you can answer using this universe are: <ul style="list-style-type: none"> <li>✓ What employees have jobs in my College/Department?</li> <li>✓ Which of my employees have end dates on their jobs?</li> <li>✓ How many employees do I have in a particular e-class?</li> <li>✓ Who was working in my College/Department as of a particular date?</li> <li>✓ Who am I the paying organization for?</li> </ul> </li> </ul> <p>What range of dates does the data encompass: January 2004 to current</p> <p>How often is the data updated: Nightly</p>
<p><b>EDW – HR Report Time</b></p> <p><b>Ease of Use:</b></p> 	<ul style="list-style-type: none"> <li>• This Universe contains information on the total regular and overtime hours worked by hourly employees by time period (pay period, month, year, etc.). It also contains information on employee, position and job.</li> <li>• Types of business questions you can answer using this universe are: <ul style="list-style-type: none"> <li>✓ How many hours have my Extra Help employee worked?</li> <li>✓ How much overtime have people in my unit worked?</li> </ul> </li> </ul> <p>What range of dates does the data encompass: January 2004 to current</p> <p>How often is the data updated: Nightly</p>
<p><b>EDW – HR Salary Planner</b></p> <p><b>Ease of Use:</b></p> 	<ul style="list-style-type: none"> <li>• This universe allows you to see the original and final scenarios of the HR Budgeting Process. This Universe ONLY contains information that was originally entered into the Banner Salary Planner module. We only retain 4 years of data.</li> <li>• Types of business questions you can answer using this universe are: <ul style="list-style-type: none"> <li>✓ What was the average raise we gave our employees?</li> <li>✓ How many and which employees received a salary increase percent over X% by campus, college and department.</li> <li>✓ How many and which employees received a 0% salary increase.</li> <li>✓ Which employees in my organization are scheduled to be paid out of which labor distributions?</li> <li>✓ Which employees were associated with each Salary Planner extract?</li> <li>✓ How many open positions and associated budgeted salary dollars and FTEs did I start the fiscal year with?</li> </ul> </li> </ul> <p>What range of dates does the data encompass: The current and three previous Fiscal years</p> <p>How often is the data updated: Nightly</p>

**EDW – HR  
Time and  
Attendance**

- This Universe contains information on the total regular and overtime hours worked by hourly employees by time period (pay period, month, year, etc.). It also contains information on accrued leave balances, leave taken, non-accruable leave, FMLA usage, by employee, position and job. As part of our effort to continuously improve the Data Warehouse, Decision Support is introducing two new Universes.
- The EDW-HR Time & Attendance Universe is being prepared for decommissioning and has been replaced by the EDW-HR Reported Time and EDW-HR Leave Tracking Universes.
- The types of business questions you can answer using this universe are:
  - ✓ How many hours have my Extra Help employee worked?
  - ✓ How much overtime have people in my unit worked?

**Ease of Use:**



What range of dates does the data encompass: January 2004 to current

How often is the data updated: Nightly

**EDW – HRFIN  
BOS Expense**

This Universe contains **expense** transaction data only. The intended use of this universe is listing expenditures with payroll detail by person (includes some position/job details). Conditions are often placed on chart code, college code, dept code, organization code, fiscal period, fiscal year.

Please note: this universe contains data for the current and one previous fiscal year only.

- Commonly used objects (Report Quick Start folder): CFOAP, State Fiscal Year, State Fiscal period, transaction date, transaction description, document number, expense amount, employee name, UIN, position number-job suffix, payroll year, payroll id, payroll number, payroll accounting category code, payroll accounting transaction date.

The types of business questions you can answer using this universe are:

- ✓ Who am I paying on my CFOAPs by name?
- ✓ How much money have I spent on office supplies this fiscal year?
- ✓ What expense transactions have been posted to my CFOAP's in the last 18 mos?

**Ease of Use:**



What range of dates does the data encompass: The current and one previous fiscal year

How often is the data updated: Weekly (currently on Saturday evening)

**EDW – HRFIN  
BOS Payroll**

- This Universe allows Colleges and Departments to observe payroll expenditures (gross payroll and employer-paid benefit expenses) by Fund Type, Organizational Hierarchy, C-FOAPAL and Time Period at summary levels. It is intended for budgeting and high-level analyses.
- The universe provides drill down capability on the Payroll data. Data is summarized at the Pay Event, and users can choose from several time periods of business interest: Calendar, Fiscal, or customized years.
- The BOS Payroll universe content is similar to the EDW – HR Payroll Universe, but with fewer objects to choose from and the addition of Business Objects drill down capability. Since it is intended for more high-level analyses, it does not contain the same level of detail as the existing EDW - HR Payroll Universe. For example, payroll adjustment data (voids, reissues, etc.) is not included in the BOS Payroll universe.
- The types of business questions you can answer using this universe are:
  - ✓ Which of my employees are paid using State funds? Grant funds?
  - ✓ What percentage of my payroll expenses are state, grant, ICR, etc.?
  - ✓ Who has my College paid this fiscal year? This pay period?
  - ✓ How many people are paid from a particular CFOAPAL?

**Ease of Use:**



What range of dates does the data encompass: January 2004 to current

How often is the data updated: Nightly

Ease of Use Key	Description
 <b>Easy</b>	When compared to other HR universes, this universe is considered to be easier to use. This may be due to a straightforward universe design, a narrow subject area represented in the universe, a minimal requirement for business process knowledge or user education in order to obtain report writing success.
 <b>Medium</b>	When compared to other HR universes, this universe is considered to be of medium difficulty to use. This may be due to a more complex universe design, the breadth of subject area represented in the universe, an intermediate amount of business process knowledge or user education required to obtain report writing success.
 <b>Difficult</b>	When compared to other HR universes, this universe is considered to be more difficult to use. This may be due to a complex universe design, the breadth of subject area represented in the universe, a significant amount of business process knowledge or user education required to obtain report writing success.