Insight Quick Reference | Workforce Profile Subject Area

What is Workforce Profile (WFP)?

- This Subject Area provides a snapshot in time of daily or bi-weekly employee profile and salary data.
- The data in WFP changes over time due to personnel actions, benefits actions, or pay action requests (document processing).
- WFP also contains select EmpowHR data elements that can be used in conjunction with other WFP elements.
- WFP includes both active and inactive employees. Users should filter on the **SEPARATION_ACCESSION_TYPE** to distinguish between active (values of 0,3) and inactive employees (values of 1,2).

History

- The most recent daily snapshot is available during a given pay period until BEAR runs.
- Bi-weekly data dates back to Pay Period 1 of 2011.
- EmpowHR data dates back to Pay Period 1 of 2014.

Data Refresh*

Daily

- Provides daily results of employee profile or salary information, which changes for a given employee on a daily basis.

Bi-Weekly

- Provides one record regardless of multiple changes that occur to the data during a given pay period.

*View the Insight Data Refresh Report to determine the most recent date of refresh

Workforce Profile Common Reports

HR Area	Report Name	Load
Compensation Management	• Detailed Salary Listing • Salary Distribution Dashboard • Leave Data and Usage by Employee • Leave Data and Usage Managerial Report • Other Leave and Data Usage • Leave Lump Sum Pay Liability by Employee • Leave Lump Sum Pay Liability Managerial Report • Non-Pay Status	Bi-Weekly
Organization and Position Management	• Diversity Dashboard • Impending Not-To-Exceed (NTE) Dates for Personnel • Position Supervisory Employees • Work Schedule and Type of Appointment • Workforce Profile Dashboard • Workforce Roster Detail (with PII) • Workforce Roster Detail (without PII)	Daily
Separation Management	• Retirement Plan and Eligibility Roster • Retirement Plan and Eligibility Managerial Report	Daily

Daily Calendar Filters

There are two ways to pull the most recent daily data in a WFP report:

1. Create a Calendar filter on the current pay period by using one of the following options:
   - Create a filter on the **DAY_START_DATE** data element from the Calendar Time folder to equal mm/dd/yyyy
   - Create a filter on **PP_YEAR_AND_NUMBER** data element from the Calendar Time folder to equal yyyy-pp
   - Create two separate filters on **YEAR_ID** and **PAY_PERIOD_NUMBER**

2. Create a SQL filter to always pull the most recent daily
   - Create a filter on the **DAY_START_DATE** data element from the Calendar Time folder
   - Select the "Convert this Filter to SQL" checkbox and set it equal to **VALUEOF("WFP_LAST_DAILY_LOADED_init"."wfp_last_daily_loaded_var")**

Note: The Workforce Daily and Workforce Biweekly Fact Tables are now consolidated into one Workforce Biweekly Fact. It is no longer necessary to pull any elements from a Fact Table in order to run a successful report.

Tip: Rather than concentrating on the Fact Table, users should direct their attention to the folder structure of Workforce Profile. It is important for users to discern the relevant folder for each data element which they intend to include in their analysis.

Reminder: In all WFP reports, users should make sure to include:
- Separation Accession Type filter for active employees (0;3)
- Organization filter for the desired Agency or Org Level
- Calendar Time filter for the desired time frame

Bi-Weekly Calendar Filters

There are three time options when running a bi-weekly WFP report:

1. Individual snapshots for a given pay period
   - Create two filters on the **YEAR_ID** and **PAY_PERIOD_NUMBER** data elements from the Calendar Time Folder where
     - **PAY_PERIOD_NUMBER** is equal to a given Pay Period
     - **YEAR_ID** is equal to a given Year

2. Most recent bi-weekly load
   - Create two filters on the **YEAR_ID** and **PAY_PERIOD_NUMBER** data elements from the Calendar Time Folder
   - Select the "Convert this Filter to SQL" checkbox and set each equal to
     - **"Calendar Time"."PAY_PERIOD_NUMBER" = VALUEOF("WFP_BWKLY_PP_init"."wfp_bwkly_pp_var")**
     - **"Calendar Time"."YEAR_ID" = VALUEOF("WFP_BWKLY_PP_YR_init"."wfp_bwkly_pp_yr_var")**

3. Multiple bi-weekly snapshots
   - Create two filters on the **YEAR_ID** and **PAY_PERIOD_NUMBER** data elements from the Calendar Time Folder where
     - **PAY_PERIOD_NUMBER** is equal to given Pay Periods
     - **YEAR_ID** is equal to a given Year(s)

Note: It is **no longer necessary** to pull any elements from a WFP Fact Table in order to run a successful WFP report.