

QUICK START: Human Resources - Payroll Hours

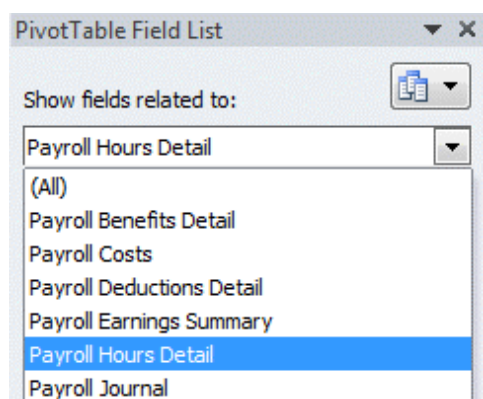
Description

In this example, we will assess payroll hours usage by category and department. We will also look at different visualization methods.

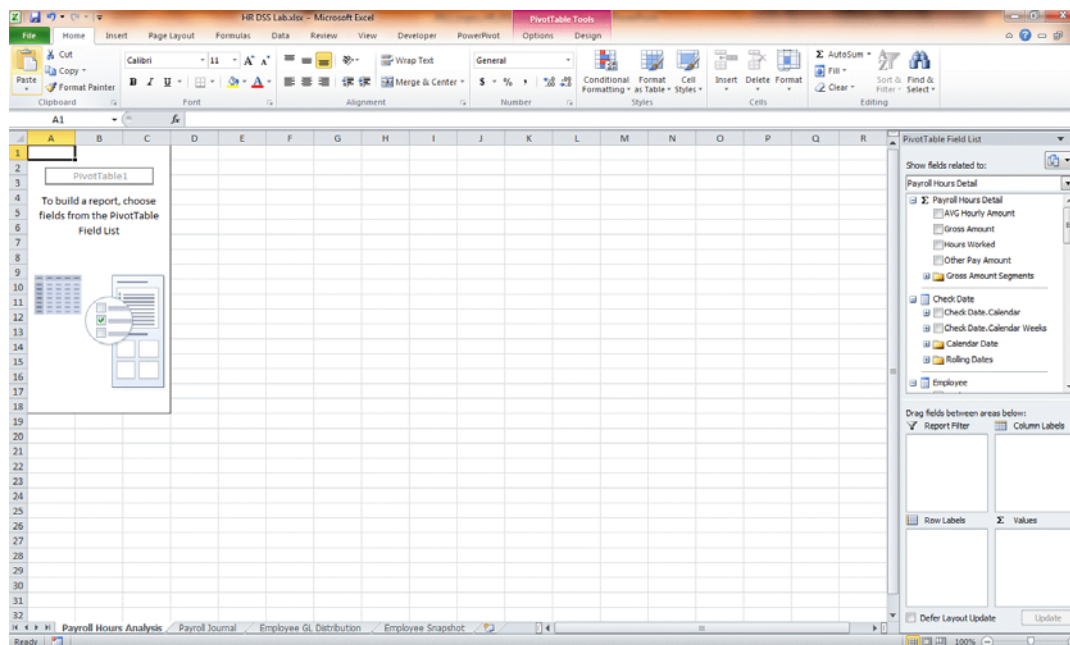
Walkthrough

Open the **HR_PayrollHours.xlsx** template. Change the data source to the General Ledger cube as outlined in the Changing a Template's Data Source Quick Start.

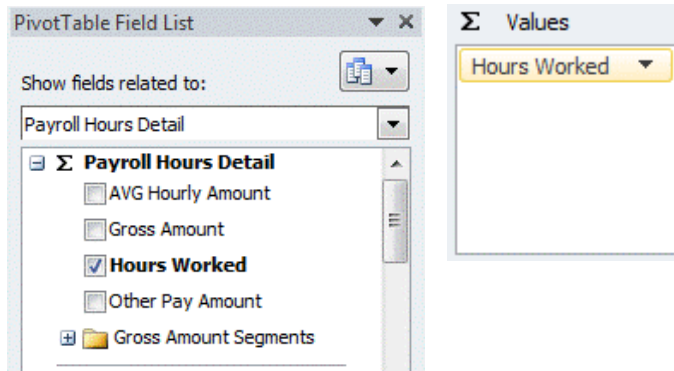
Select Payroll Hours Detail from the Show fields related to: drop-down list.



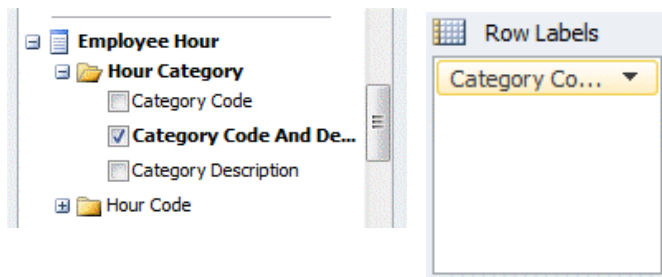
You should see the pivot table below:.



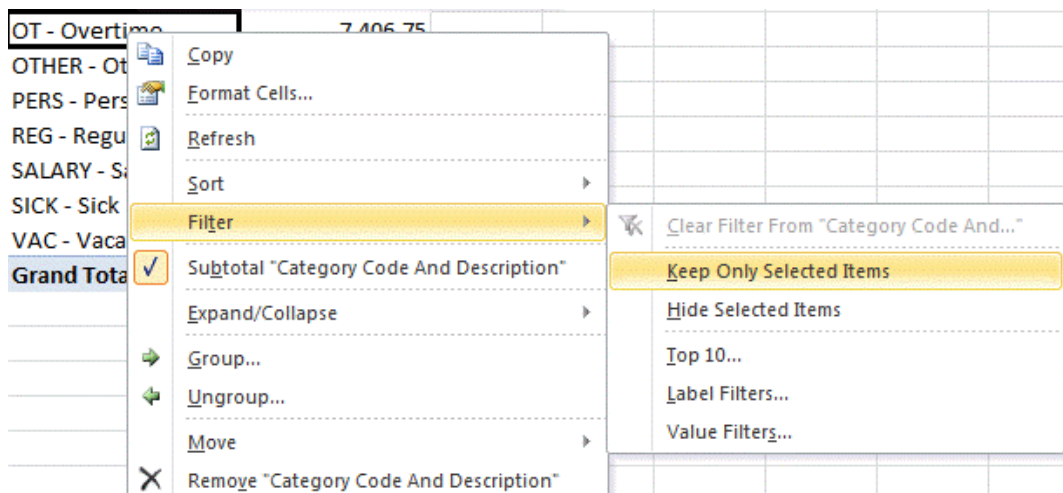
To start, add **Hours Worked** by clicking the appropriate check box under **Payroll Hours Detail**.



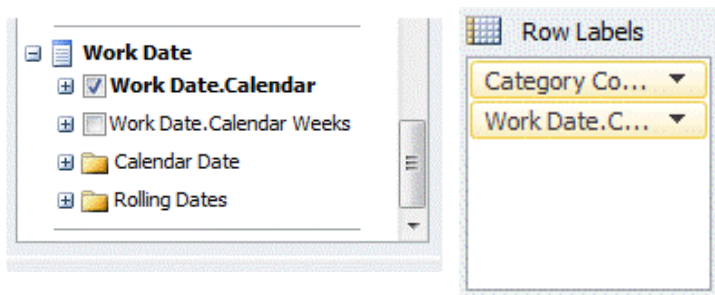
To break down the Hours Worked by category, select **Category Code and Description** from the **Employee Hour > Hour Category** folder to add it to the **Row Labels** area.



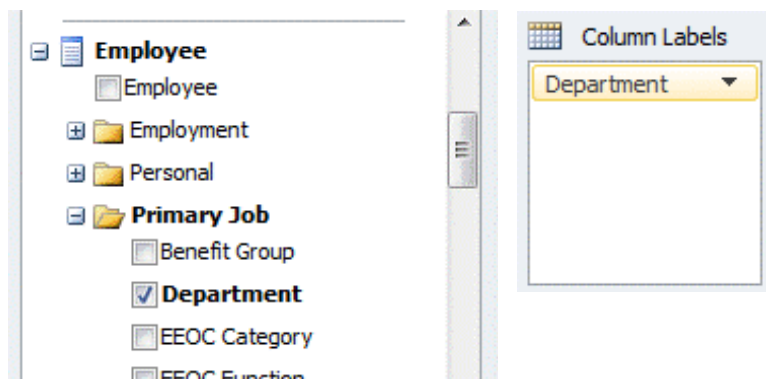
The Hours Worked should now be listed for each distinct Hours Category. Right-click the **OT - Overtime** category in the PivotTable and select the **Filter > Keep Only Selected Items** option.



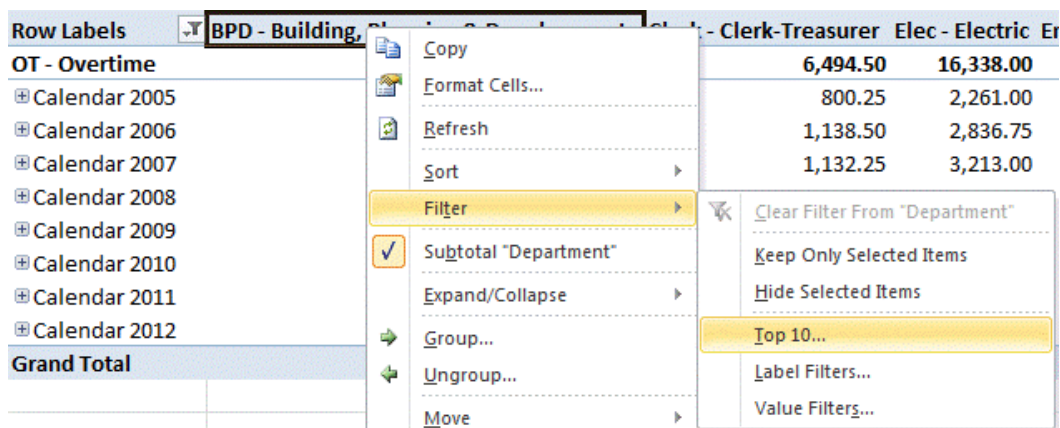
Locate **Work Date.Calendar** in the **Work Date** folder and drag it to the **Row Labels** area, below the Category Code field.



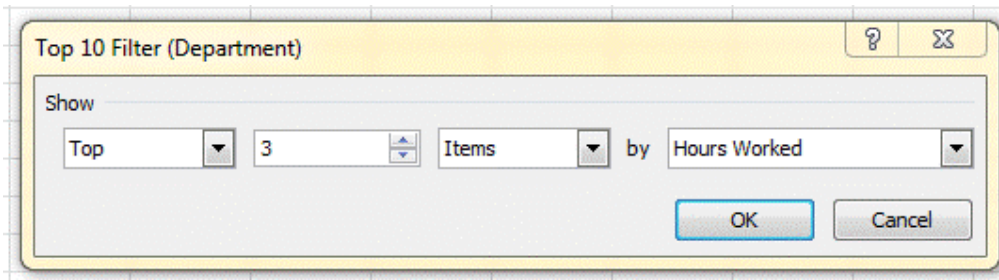
The measurement can be broken down further with additional dimensions. Locate **Departments** in the **Employee > Primary Job** folder and drag it to the **Column Labels** area.



Right-click any Department in your PivotTable and select the **Filter > Top 10** option.



Change the department count in the second field from 10 to 3, to keep the top 3 departments by hours worked. Click **OK**.



Highlight **Calendar 2009 - 2012** in the Pivot Table. You can hold the left mouse button and drag over these values or hold the Shift key and select them individually. Right-click on any of these years and select the **Filter > Keep Only Selected Items** option.

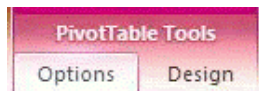
Hours Worked		Column Labels		
Row Labels		Elec - Electric	Fire - Fire	WPC - Water Pollution Control
OT - Overtime		16,338.00	36,038.75	15,013.50
+ Calendar 2005		2,261.00	3,784.00	1,483.50
+ Calendar 2006		2,826.75	5,728.50	1,966.75
+ Calendar 2007				2,011.25
+ Calendar 2008				2,002.50
+ Calendar 2009		1,602.50	4,886.75	2,231.50
+ Calendar 2010				2,144.50
+ Calendar 2011				2,329.00
+ Calendar 2012				844.50
Grand Total				15,013.50

Select PivotChart in the PivotTable Tools > Options tab at the top of excel.

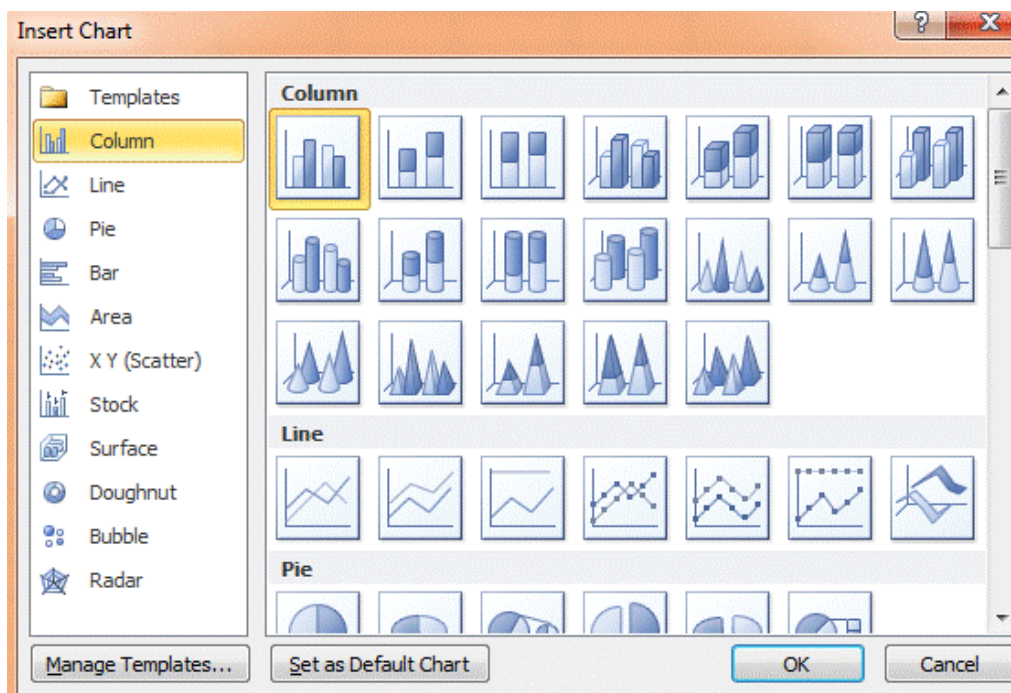


NOTE:

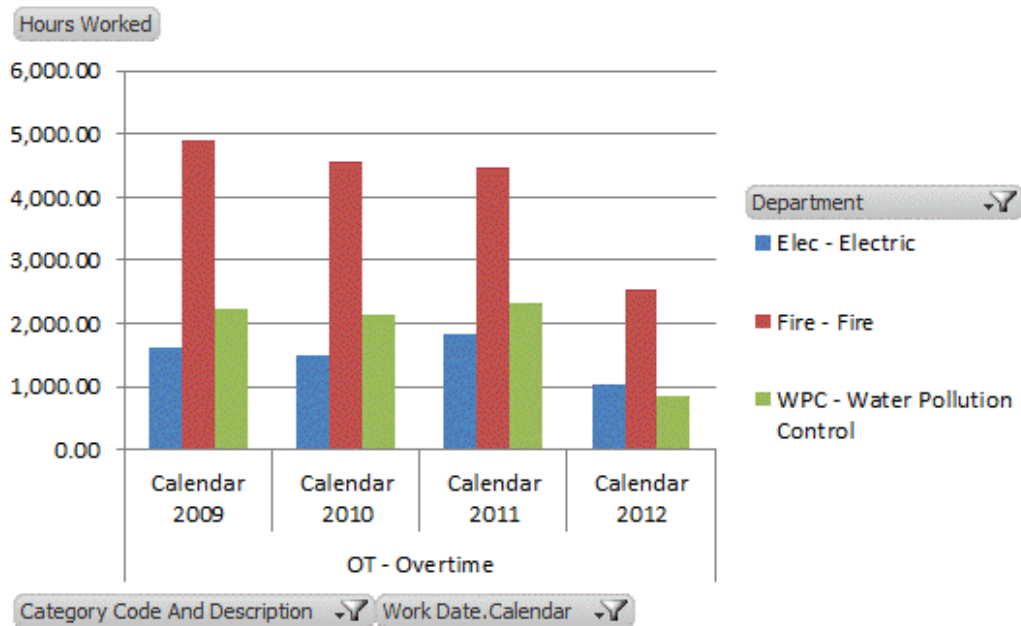
If this section does not appear, click on any value in your PivotTable



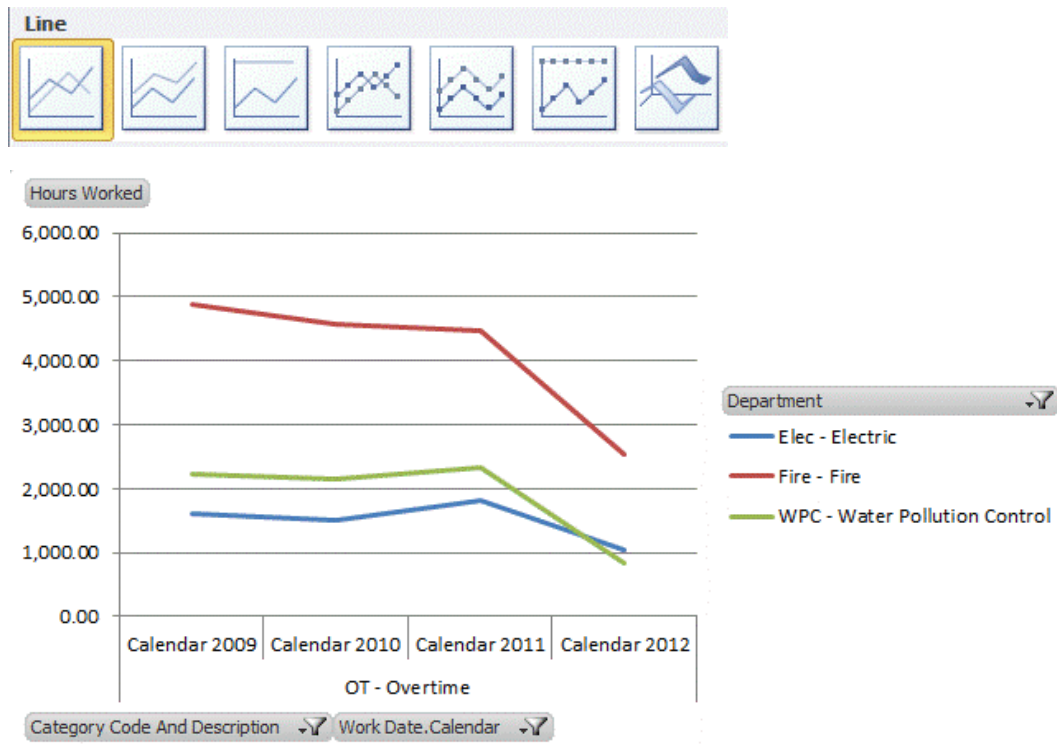
Select the 2D Column chart. Click **OK**.



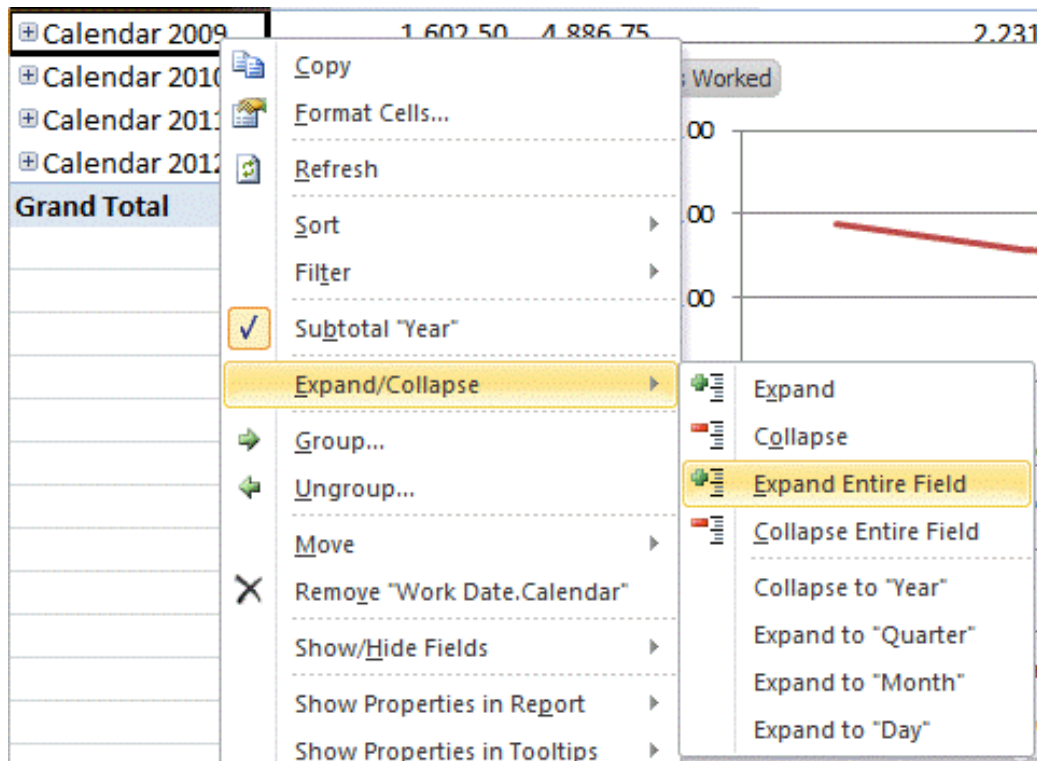
The chart helps us to visualize our departments' overtime hours usage.



To trend this data over the 4 year period, right-click the chart and select the **Change Chart Type** option. Select the first Line Graph option.



Right-click any of the years in the PivotTable and select the **Expand/Collapse > Expand Entire Field** option.



We can now see the usage as it rises and falls between each quarter.

