

QUICK START: Human Resources - Employee G/L Distribution

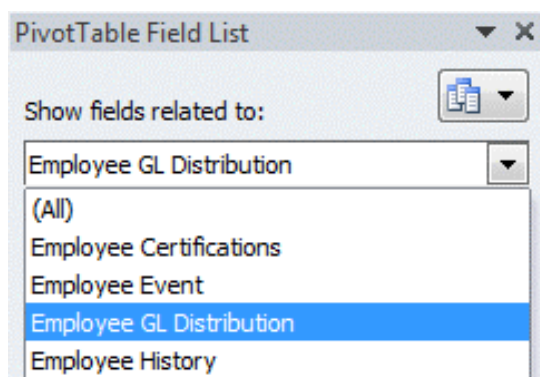
Description

In this example, we will use the Employee cube to analyze employee G/L distribution percentages.

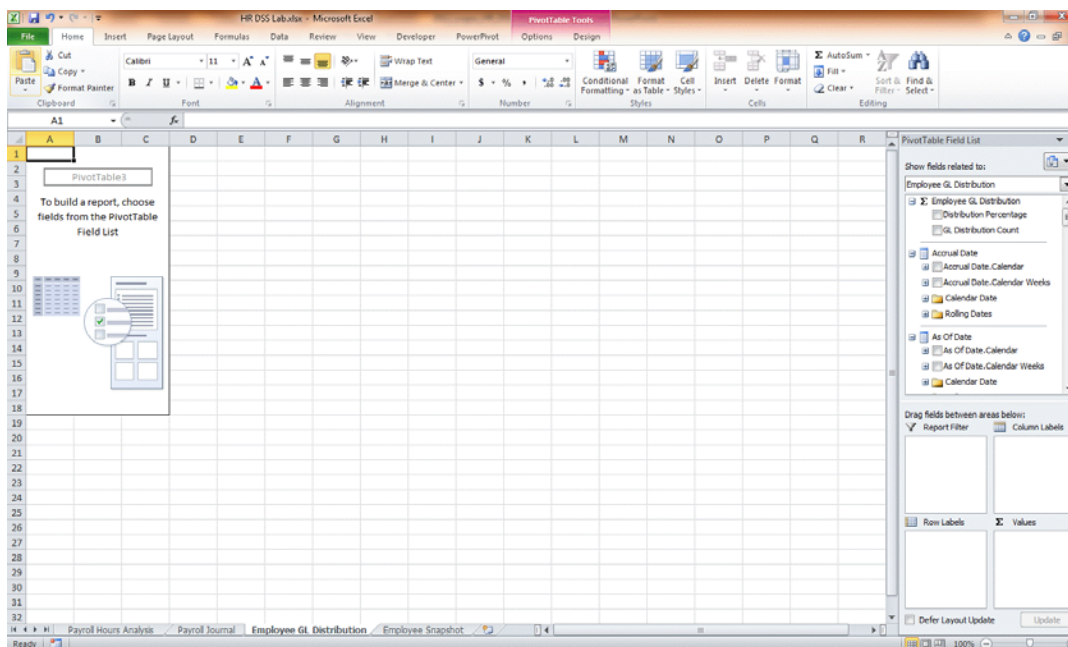
Walkthrough

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

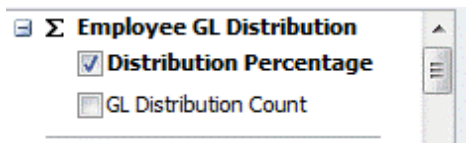
Select Payroll Journal from the Show fields related to: drop-down list.



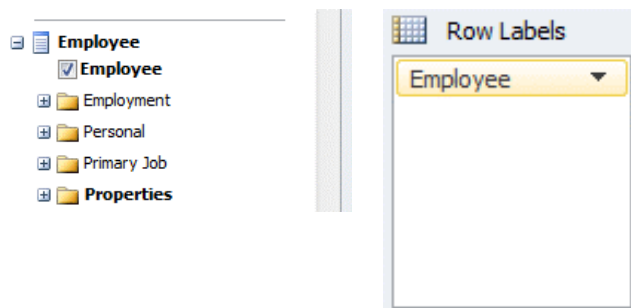
You should see the pivot table below:.



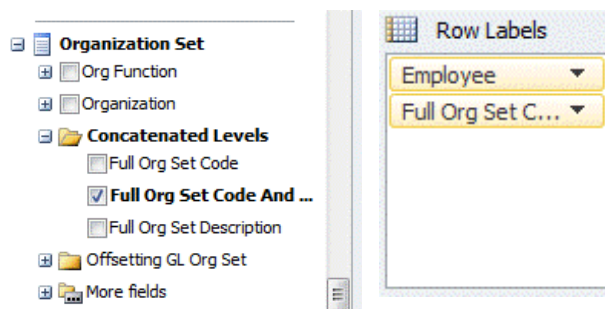
Select the Distribution Percentage measurement from the Employee GL Distribution section.



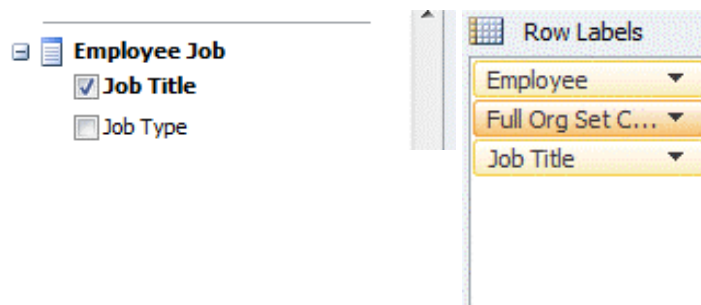
Select Employee from the Employee section to add it to the Row Labels area.



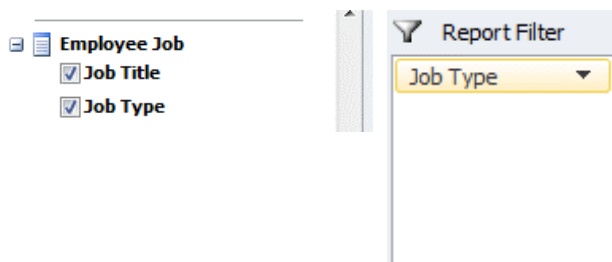
Select **Full Org Set Code and Description** from the Organization Set > Concatenated Levels folder to add it to the Row Labels area.



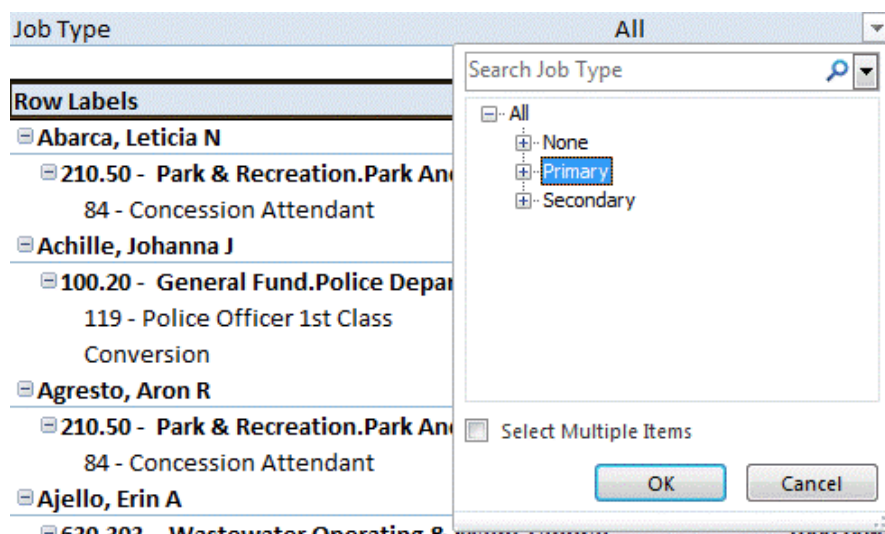
Select Job Title from the Employee Job section to add it to the Row Labels area.



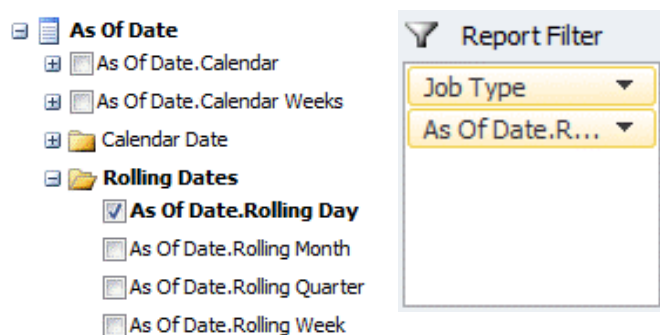
Locate Job Type in the Employee Job section and drag it to the Report Filter area.



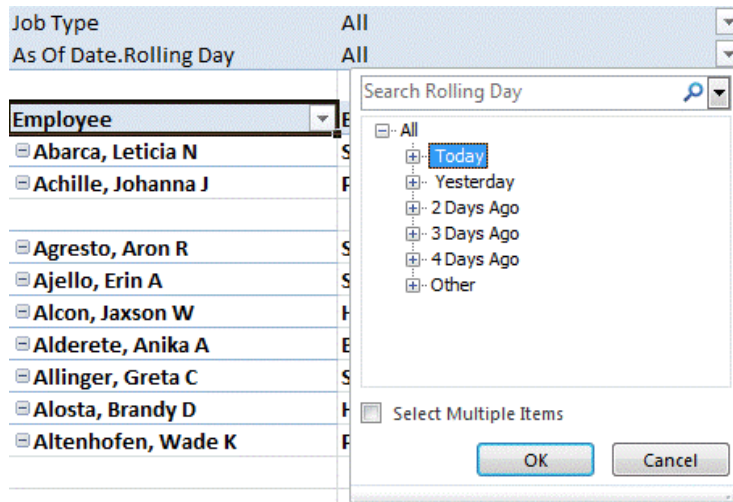
Click the filter icon next to the Job Type filter and select Primary from the expanded list of Job Types. Click **OK**.



Locate As Of Date.Rolling Day in the As Of Date > Rolling Day folder and drag it to the Report Filter area below the Job Type.

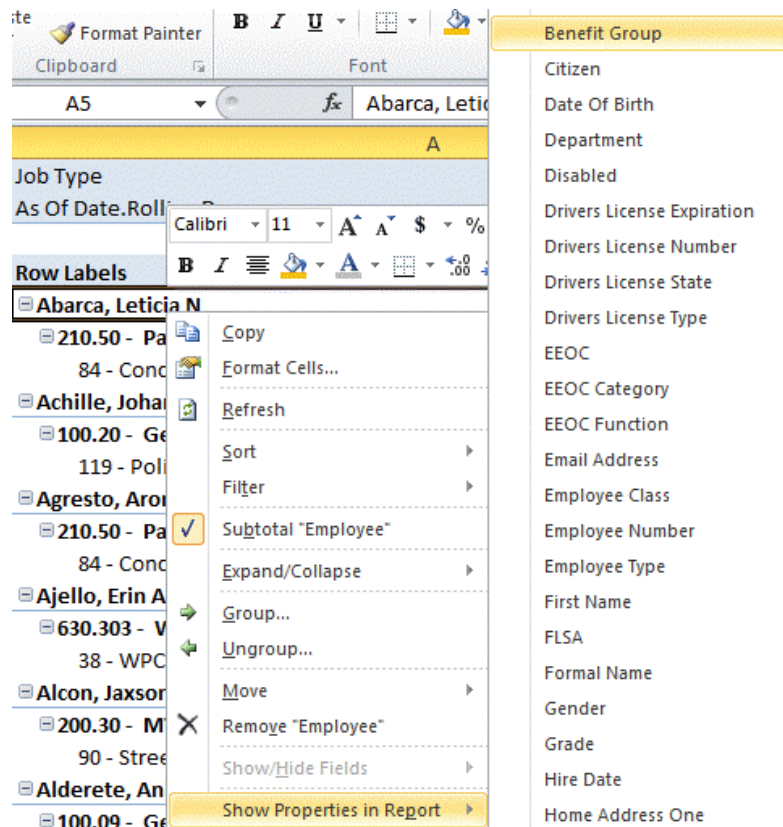


Click the filter icon next to the As Of Date.Rolling Day filter and select Today from the expanded list of Rolling Days. Click **OK**.

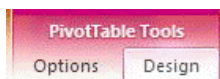


We will now add properties of the Employee dimension to the PivotTable. Right-click on one of the employee names in the PivotTable and select Show Properties in Report. Choose Benefit Group.

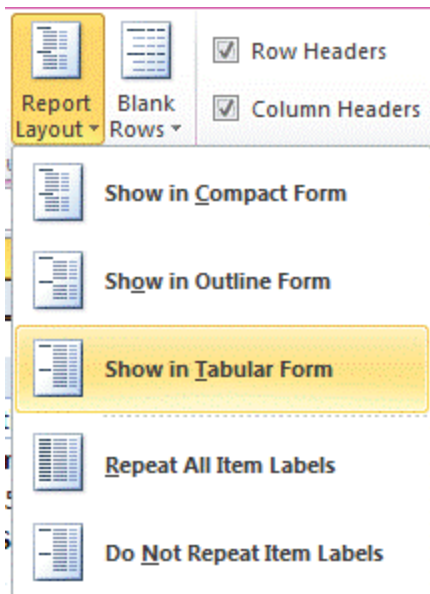
Repeat by selecting Show Properties in Report and add the Employee Type and Hire Date attributes.



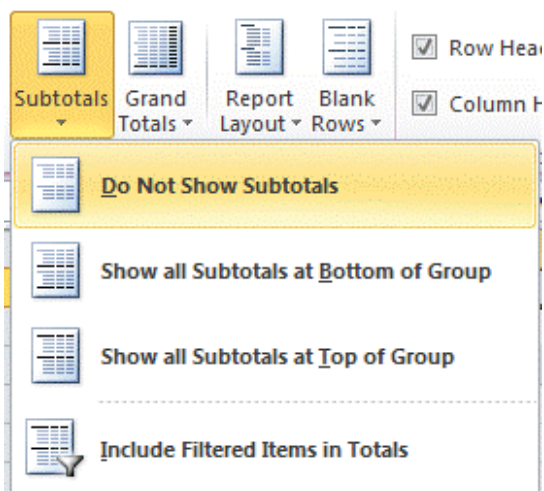
Click the Design tab user PivotTable Tools at the top of Excel.



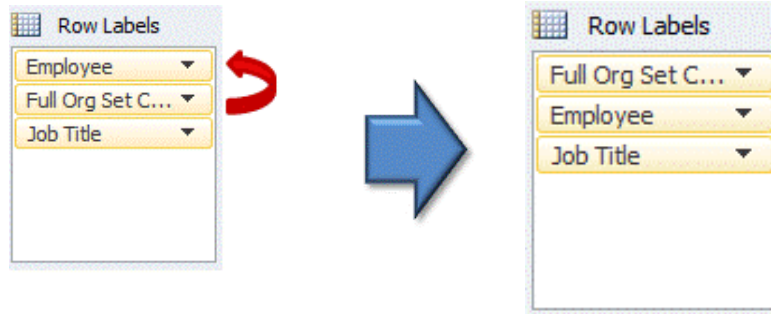
Select Show in Tabular Form from the Report Layout option.



Select Do Not Show Subtotals from the Subtotals option.



You can easily change the primary grouping in the analysis by changing the order of your row labels.



Job Type As Of Date, Rolling Day	Primary Today					
Full Org Set Code And Description	Employee	Benefit Group	Employee Type	Hire Date	Job Title	Distribution %
100.01 - General Fund.Mayor	Maccarter, Dean E	SAL - Salary	Full Time Exempt	2000-01-01	137 - Mayor	25.00%
100.02 - General Fund.Clerk - Treasurer	Botton, Fidel G	HRLY - Hourly	Full Time Non Exempt	1995-11-27	152 - Accounts Payable Clerk	25.00%
	Gosnell, Carly M	SAL - Salary	Full Time Exempt	1976-08-30	127 - Clerk Treasurer	25.00%
	McCreight, Cecilia R	PT - Part Time	Part Time Non Exempt	2005-05-12	134 - CT Clerical Asst	25.00%
	Straiton, Hazel M	SAL - Salary	Full Time Exempt	1994-12-15	128 - CT Clerk Treas Deputy	25.00%
	Swiat, Edward S	SAL - Salary	Full Time Exempt	2004-07-18	153 - Application Specialist	25.00%
100.03 - General Fund.Common Council	Altenhofen, Wade K	PT - Part Time		2004-01-01	145 - Common Council Member	25.00%
	Argenziano, Gwendolyn S	PT - Part Time		1988-01-01	145 - Common Council Member	25.00%
	Bloodsaw, Jose A	PT - Part Time		2004-01-01	145 - Common Council Member	25.00%
	Holtscaw, Pierre	PT - Part Time	Part Time Exempt	2007-12-16	145 - Common Council Member	25.00%
	Marsteller, Jude M	PT - Part Time	Part Time Exempt	2004-01-01	145 - Common Council Member	25.00%
	Mascaro, Caden	PT - Part Time		2007-12-16	145 - Common Council Member	25.00%
	Perro, Brent J	PT - Part Time		2004-01-01	145 - Common Council Member	25.00%
	Racer, Deontae R	PT - Part Time		2002-04-01	145 - Common Council Member	25.00%
	Schliesser, Keshawn D	PT - Part Time		2004-01-01	145 - Common Council Member	25.00%
	Szymonik, Bryson S	PT - Part Time		2006-03-14	145 - Common Council Member	25.00%
	Wert, Kenia L	PT - Part Time		2007-01-01	145 - Common Council Member	25.00%
100.05 - General Fund.City Attorney	Bacchus, Peyton	PT - Part Time		1998-06-07	142 - City Attorney	40.00%
	Orle, Jaydon C	PT - Part Time	Part Time Exempt	1999-04-04	143 - Asst City Attorney	100.00%
100.06 - General Fund.City Engineer	Barbalich, Mariana A	PT - Part Time		2000-01-24	149 - Engineer Tech II PT	25.00%
	Kaley, Aubrey L	HRLY - Hourly	Full Time Non Exempt	2007-01-14	158 - Engineer Technician I	25.00%
	Laplace, Pierce J	PT - Part Time	Temporary/Seasonal	2006-06-05	154 - Engineer Tech I PT	100.00%
	Londre, Khalid A	SAL - Salary	Full Time Exempt	1993-09-07	71 - City Civil Engineer	21.00%
	Northcott, Jovani K	HRLY - Hourly	Full Time Non Exempt	2008-12-14	73 - Engineer Tech II	25.00%
100.07 - General Fund.Building, Planning, & Dev	Blackmond, Cedric J	SAL - Salary	Full Time Exempt	1990-07-30	66 - BPD Zoning Administrator	25.00%
	Delly, Skylar A	PT - Part Time		2005-05-23	69 - BPD Clerical Asst / Intern	100.00%
	Dessecker, Darin A	HRLY - Hourly		1996-08-19	68 - BPD Administrative Asst	25.00%
	Gonzales, Maverick A	HRLY - Hourly	Full Time Non Exempt	2001-01-01	68 - BPD Administrative Asst	25.00%