

QUICK START: Human Resources - Employee Snapshot

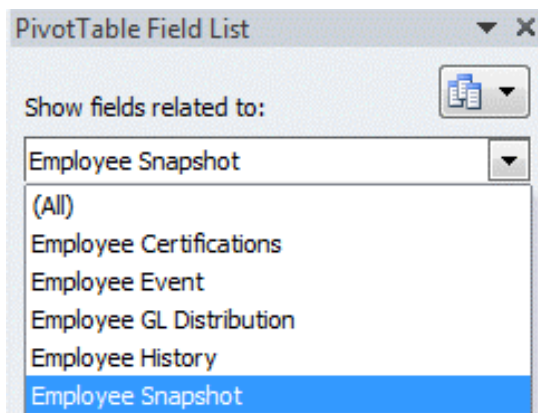
Description

This example illustrates the use of the employee snapshot, which allows assessment of employee data at the present point in time.

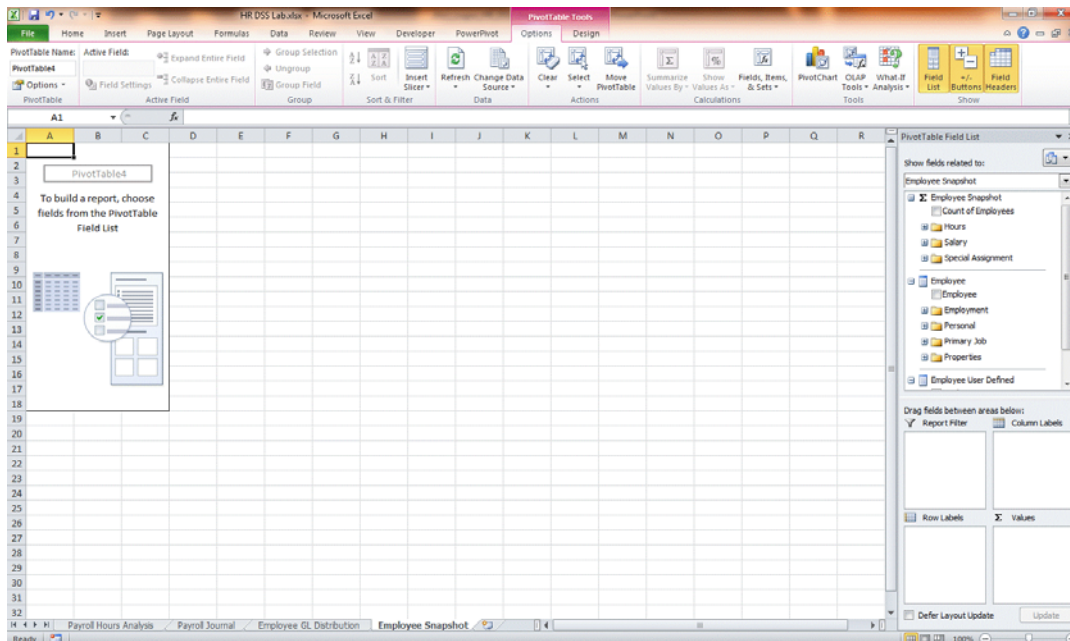
Walkthrough

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

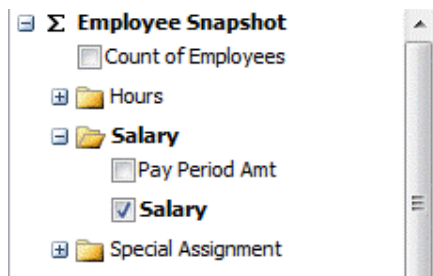
Select Employee Snapshot from the Show fields related to: drop-down list.



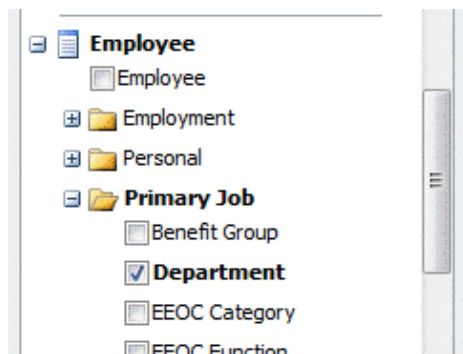
You should see the PivotTable below:.



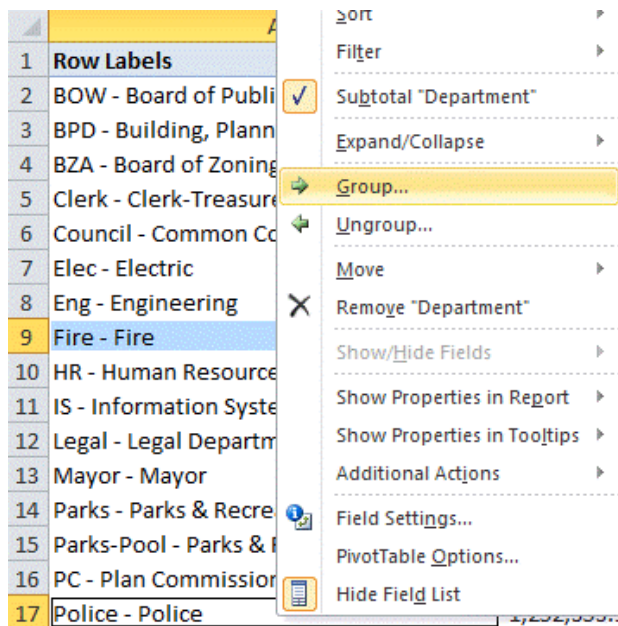
To start, add the Salary measurement by clicking the appropriate check box under the Employee Snapshot, Salary folder.



We want to break it down by department, so expand the Employee; Primary Job folder and select Departments or drag it to the Row Labels area.



We will now group specific departments by categories to obtain the corresponding sub totals. Hold <Ctrl> on the keyboard and click the *Fire and Police* departments in the Pivot Table. Right-click one of the departments and select the Group option.



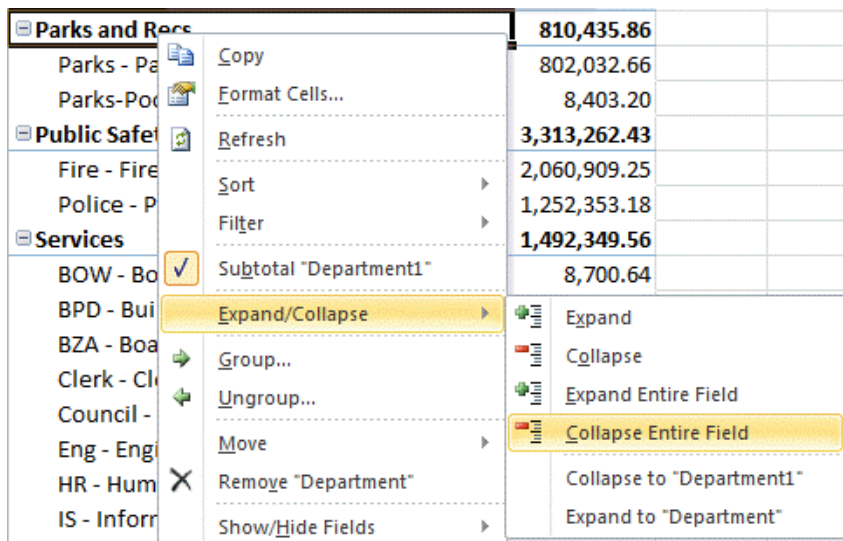
Click the newly created Group1 heading and override the group name to *Public Safety* in the formula bar above the PivotTable.

Row Labels	Salary
Group1	3,313,262.43
Fire - Fire	2,060,909.25
Police - Police	1,252,353.18
Other	4,972,600.88
BOW - Board of Public Works & Safety	8,700.64
BPD - Building, Planning & Development	203,241.22
BZA - Board of Zoning Appeals	22,880.00

Create groups for the other departments using the example below as a reference. Notice that the group totals are the sum of the selected department salaries.

Row Labels	Salary
Parks and Recs	810,435.86
Parks - Parks & Recreation	802,032.66
Parks-Pool - Parks & Recreation - Pool	8,403.20
Public Safety	3,313,262.43
Fire - Fire	2,060,909.25
Police - Police	1,252,353.18
Services	1,492,349.56
BOW - Board of Public Works & Safety	8,700.64
BPD - Building, Planning & Development	203,241.22
BZA - Board of Zoning Appeals	22,880.00
Clerk - Clerk-Treasurer	509,545.66
Council - Common Council	30,453.02
Eng - Engineering	211,650.66
HR - Human Resources	0.26
IS - Information Systems	255,690.24
Legal - Legal Department	54,158.26
Mayor - Mayor	98,529.60
PC - Plan Commission	97,500.00
Utilities	2,669,815.46
Elec - Electric	1,064,180.26
Street - Street	537,084.60
Water - Water	432,833.44
WPC - Water Pollution Control	635,717.16
Grand Total	8,285,863.31

Right-click one of the group headers and select the **Expand/Collapse > Collapse Entire Field** option.

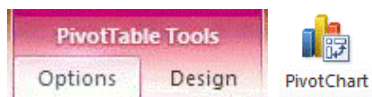


Select PivotChart in the **PivotTable Tools > Options** tab at the top of Excel.

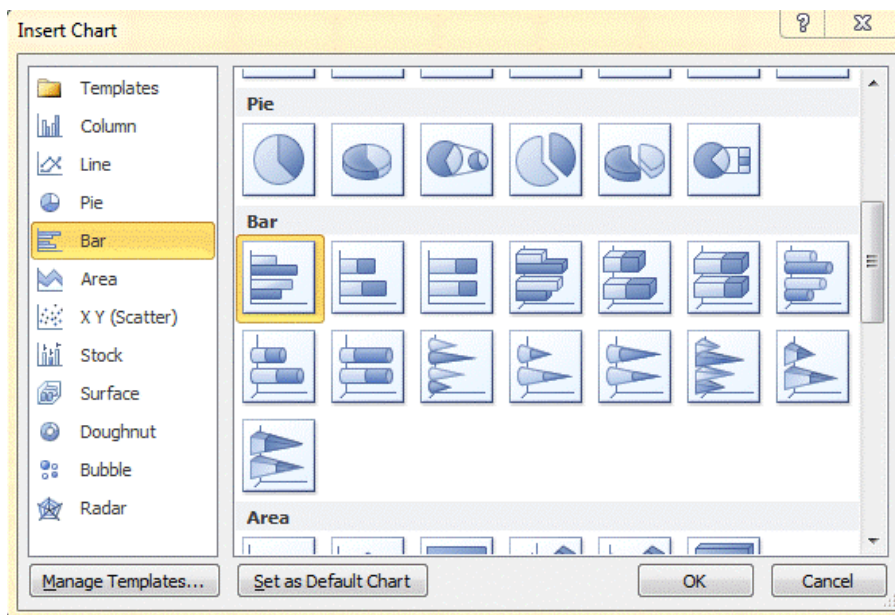


NOTE:

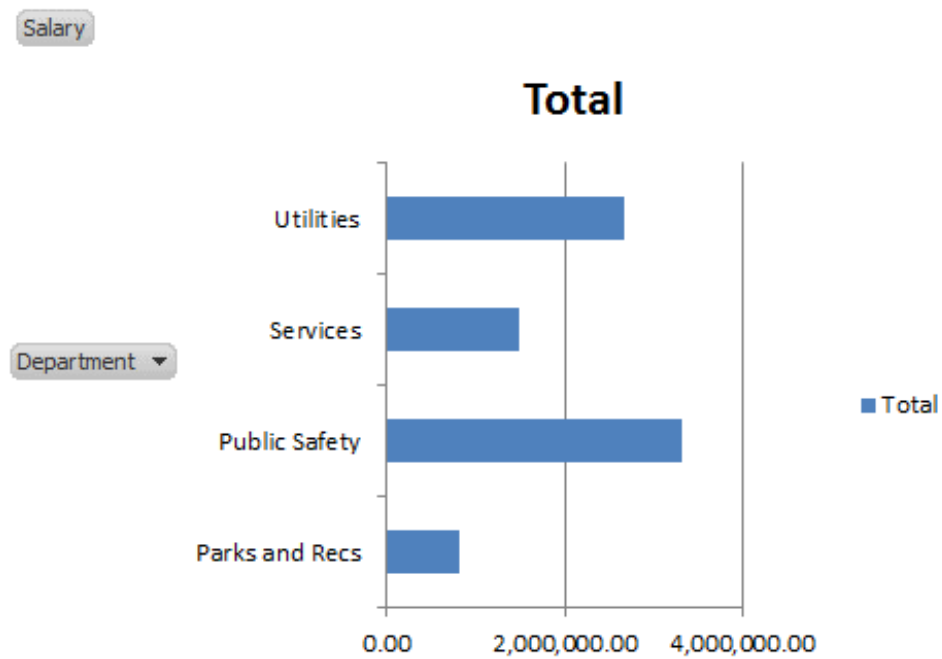
If this section does not appear, click on any value in your PivotTable.



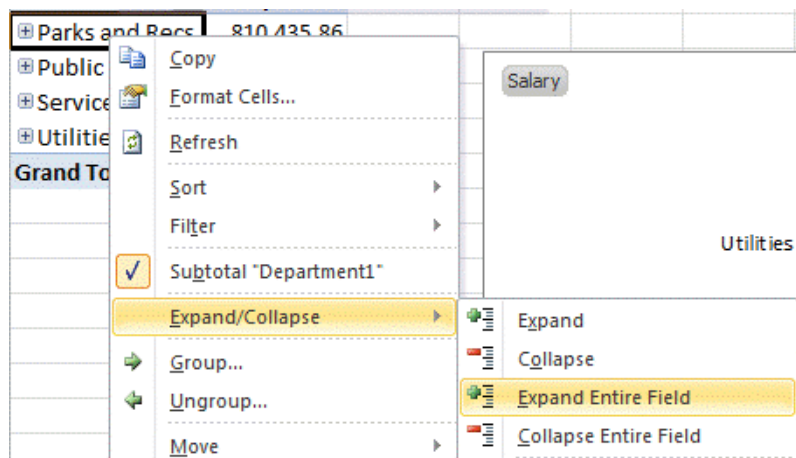
Choose the 2D Bar Chart and click **OK**.



You may move or resize the resulting chart as necessary. The chart presents us with total salaries by department category.



Right-click one of the group headers and select the **Expand/Collapse > Expand Entire Field** option.



The expanded PivotTable now shows the group/department breakdown.

