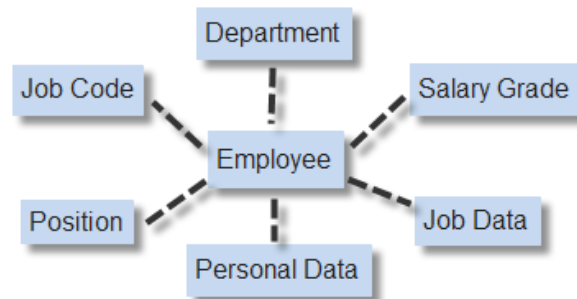


# Workforce Profile (WP)

---

Workforce Profile is “Employee” driven, meaning, everything that you pull in this subject area (like the Employee Job subject area) is about the employee’s job(s). You shouldn’t pull any data without the employee in mind. The maximum effective dated row for each Snapshot Date can be pulled from this subject area. For a detailed job history, please use the Employee Job Subject Area. Like the Employee Job Subject Area, most of this data comes from Job Data in SHARP (which pulls information in from Position Data, Jobcode, Department, Location, Salary Grade, etc.)



WP also is very dependent on the Snapshot Date, which for the State of Kansas is the Pay Period End Date. For assistance with those dates, see the On-Cycle Pay Calendar on our SHARP Customer Service - Documents page. The Payroll Periods are the first two columns.

Data in WP will go back 6 calendar years (same as W2 pay periods) and is extracted each night.

**Corrections that are made 1 business day or greater after the original row is entered in SHARP will not be in the Data Warehouse.** Careful input of data can help avoid this. Please be aware of how your corrections will affect your data when writing your requests. Corrections will be loaded into the DW when a data refresh of the Subject Area occurs **TBD**.

Certification of requests (data verified by SHARP staff) can be requested by logging a Help Desk ticket.

## Information about this Subject Area:

1. When pulling data for history Snapshot Dates, do not use the Employee Job-Current Indicator. Using this indicator may cause you to drop employees from your data as the row you are pulling may not be their “current” row.
2. Use the HR Status Code =A if you want to only pull ACTIVE employees (as of the Snapshot Date)
3. Always pull the Snapshot Date-Day Date either into your Filters or into your Columns, especially when using facts from the Fact Workforce dimension table. Since facts calculate in your request, not having the Snapshot Date defined may cause them to calculate incorrectly.
4. Fact Workforce-\* Counts. Counts look all the data pulled during a pay period and count the number of specified actions during that timeframe.

- a. For example: I want all the Terminations and Retirements for PPED/Snapshot Date 7/24/10 (7/11/10-7/24/10). I would pull over Snapshot Date and Termination Count. This would provide me with a count of all the terminations and retirements during this timeframe (based on the security you have).
  - b. Note: If you want to know the people who TER/RET, pull over the Person ID and Person Name. If you want to know additional information, remember that it will only pull the MAX Effective Dated row for that timeframe, which may or may not end up being the actual TER/RET row (they might have had many rows entered during this time.) If you want to see all the rows for an individual, see the Employee Job Subject Area.
5. Fact Workforce-Durations: Durations look at the history rows in Job Data to determine how long it has been since a Department, Jobcode, Pay Change, Promotion, or Salary Plan change has happened. If no change has ever happened, then the results will be 0.00.
  - a. For many people, their job history isn't complete in SHARP since we went live with SHARP in 1995. Please keep this in mind.
6. Promotion Ratio = Promotion Count/ Headcount
7. Turnover Rate or % = Terminate Count/Headcount
  - a. Involuntary Term Rate = Involuntary Count/Terminate Count
  - b. Voluntary Term Rate = Voluntary Count/Terminate Count
8. (Trans) – This is just part of the column title and doesn't affect the column contents.
- ~~9. Length of Service is based on the Benefits Service Date on the Employment Page in Job Data.~~
  - ~~a. =Snapshot Date – Benefits Service Date~~
10. Age is based on Birthdate
  - a. =Snapshot Date – Birthdate
11. \*\* Groups dimensions– Groups data into logical groupings like: <20 years, 20-30 years, 30-40 years, >50 years, etc.
12. \*\*Previous dimensions – Pulls the Previous Dept, Position, Jobcode, or Salary Plan for an employee if it is in Job Data. If there is no previous row, it will show a “-“.
13. Day Action Date – the Created Date on the first tab of Job Data.

If you require assistance with the data or requests in this subject area, please either log a Help Desk ticket or email Kristine Scott – [kristine.scott@da.ks.gov](mailto:kristine.scott@da.ks.gov).

If you have questions or technical issues with the Data Warehouse Tool – please log a Help Desk ticket.

### *Additional Information:*

- HR/Payroll Data Warehouse Page: <http://www.da.ks.gov/sharp/datawarehouse/default.htm>
- On-Cycle Pay Calendars –[SHARP Customer Service Website](#)
- Sample Reports:
- SHARP Field Mapping: