Site: [oac.ku.edu/analytics](https://oac.ku.edu/analytics)

Navigation: OAC Home Page > Human Resources tab or Dashboards Drop Down

Source of Data: HR/Pay System

Data Catalog: OAC Home Page > Welcome tab

OAC Training: OAC Home Page > Training tab

HR/Pay Training Guides: <http://humanresources.ku.edu/hrpay-resources>

Security: Statement and Use of Data on Single Sign-On page. OAC Usage Agreement on OAC Home Page > Welcome tab. Access to restricted columns, such as Employee ID, is based on position duties and individual ID.

Dashboard Details

* Reports active and inactive affiliates.
* For future keyed terminations, a value will be present in the *Job Effective End Date* column.

Hints:

* Click the ‘Apply’ button after selecting Dashboard Criteria.
* Applied criteria will be returned in the lower part of the page.
* When exporting, criteria is presented after data results.
	+ If exporting – most common options:
	+ Export>Formatted>Excel will bring only the data columns on the screen with spacer columns for sections
	+ Export>Data>Excel keeps the leading zeros, will bring all the data columns even if excluded
	+ Export>Data>CSV does not keep leading zeros, will bring all the data columns even if excluded
* To clear all and set back to all defaults use the Gear and Clear my Customizations (will clear all filters whether customized or not).
* To paste in multiple values from another source, use the prompt/filter search to open the selection box and click the pencil icon in the top, right corner. Please note: values entered must match the source exactly.
* HR Status = A-Active or I-Inactive (Default is HR Status=A)
* PCF Flag = P-Past, C-Current, F-Future (Historical data rows are not included.)