## **UN BUSINESS INTELLIGENCE**

## **QUICK GUIDE: Navigation of the HR & FIN Dashboards**

## Signing Into UWBI

- Go to UWBI Production: <u>https://uwbi.wisconsin.edu</u>
- Below is a sample institution dashboard.
- 1. You can return to the previous page by selecting the **Return to UWBI Landing Page** button in the upper left of your screen.

2.	Each dashboard will			86	earch /	NI V	Q Adv	anced Help	<ul> <li>Sign Out</li> </ul>	
	have a link called	UWSYS Home Page		Home Catalog Favorites	s 🔻	Dashboards 💌 New 👻	Open 🔻 Sign	ied in As cbrai	ker@uwsa.edu	•
	View Dashboard(s)								¢	0
	for you to select	<b>UN BUSINESS INTELLIGENCE</b>								Î
	and navigate into a	Roturn to IMPRI Landing Dago	All analyses included in current and past shared quer	y releases are shown on the available dashboards. Analyses planned for upcom	ing shar	ed query releases are also shown	in the dashboards, v	vith the planned	d future	
	specific dashboard.	release number. If an analysis has no link or release number, then you do not have the required security role to access this analysis Refer to Visit the UWBI Project Page If you need access to an analysis.								
3.	Some dashboards	Human Resource and Finance Dashboards								
	will have a longer	Absence Dashboards	Compensation Dashboards	Payroll Dashboards		Workforce Dashboards			^	
	list of reports, so	View Dashboards	View Dashboard	View Dashboard		View Dashboard				
	you may need to	Absence issues     Classified Carryover Vacation and Comp Time	This dashboard provides current employee salary information including: <ul> <li>Salary equity</li> </ul>	This dashboard provides payroll information including:     Payroll overview		This dashboard provides workfor • Current employees and jo	ce related reports ind	cluding:		
	use the scroll bar to	Jobs On Leave     Leave balances     Leave Payouts		Bi-weekly overtime (OT) hours     Deduction comparison     Employee YTD earnings. deductions. taxes		<ul> <li>Academic staff time and ACA Analysis</li> <li>Career positions</li> </ul>	ears in service			
	view all listed	Leave Taken by Employee or Deptid and for a Given Time Period     Reserve leave balances     Unclassified Leave Usage and Balances		Employees without ACH     Employee hours and earnings     Monthly edit		Criminal background che     Directories     Employees termed 5 yea	ck rs			
	reports.	• UCLI		Payroll work study award, job, and earnings     Payroll and deductions     TXIQ		<ul> <li>Employment Visa</li> <li>Ended jobs</li> <li>Faculty sabbaticals</li> </ul>				
4.	The Additional	Benefits Dashboards	Demographic Dashboards	Work study award, job, and earnings Time and Labor Dashboards		First hire data and years	of service			
	Resource links and	View Dashboards	View Dashboard	View Dashboard						
	Where are my	This dashboard provides benefits information including:	This dashboard provides demographic information regarding our workforce including:	This dashboard provides time and labor information including:						
	Shared Query	Benefit impact on job terms and rehires     Benefit primary job indicators     Benefit service COBBA	Employee diversity	Biweekly standard vs approved hours     Time approver information						
	Reports link are	Health ins single vs family breakdown     Income Continuation Insurance (ICI) deductions     StateGroup II (ICI) (ICI) (ICI)								
	located at the	Termed employees and SGH coverage history								
	bottom of the page	Helpful Resources								
	for additional	Additional Resources	Where are my Shared Query Report?							
	assistance/tools	Auditorial Resources	where are my shared query reports?							~

and to navigate to a page that provides information on which dashboard and report, within the dashboard, to use to access the information previously provided by an Interactive Reporting shared query.

Contact us at: <u>uwbi@uwsa.edu</u> Visit us at: <u>www.wisconsin.edu/bi</u>