Core Value Drivers Guide

These files are intended to help you report on and monitor your groups’ Core Value Drivers metrics. They are structured so that you will have monthly and YTD results.

On each sheet, there will be a row for each group, for each month in the period, along with a YTD row. The YTD row is the rate for the year so far. For example, on the “Segment” sheet there will be an AMC row for each month in the period and an AMC YTD row.

Individual Data:

* Internal Fill:
  + Data Details: This includes all of the moves that are included in the Internal Fill Rate. If they had a corresponding change on the Worker Data Hires and Job Changes report on the same day as their time in position start date, that data is also included, starting in column K effective\_date.
* Voluntary Turnover:
  + Monthly sheets: There is a sheet for each month in the period that includes all employees that are included in that month’s headcount (e.g., Sheet “Jan” has all employees included in January’s headcount).
  + Voluntary Terms: This sheet includes all voluntary terminations that occurred during the period.

## Internal Fill Rate (IFR)

|  |  |  |
| --- | --- | --- |
| **Scope** | Source | PA - Active & Terminated RRX – Worker Data – Hires and Job Changes |
| Within period | Position start date within period |
| Target population | Supervisor+ (by career level)  Employees only (no contingent)  HR is removed |
| Size | Guideline: 20+ |
| Audience | All HRBPs |
| **Definitions** | Internally Filled | If hire date is before position start date |
| Externally Filled | If hire date is equal to position start date |

## Voluntary Professional+ Turnover (VT)

|  |  |  |
| --- | --- | --- |
| **Scope** | Source | PA - Active & Terminated |
| Within period | 01/01/YY – last day of full month |
| Target population | All career levels, excluding DL/IDL  Employees only (no contingent)  HR is removed |
| Size | Guideline: 20+ |
| Audience | All HRBP |
| **Definitions** | Voluntary Termination | A termination with any voluntary termination reason |
| Average Monthly Headcount | The total headcount on the last day of each month divided by the total number of months in the period. |
| Professional+ | All career levels, excluding DL/IDL |
| Manufacturing | DL/IDL employees (Career Level is blank) |

# FAQ

## General

*Why is my data different than last month’s update?*

These metrics are based on an Active and Terminated data file. That means that the calculations are based on the data that is in Workday today or at the time of termination.

Potential scenarios:

* Retroactive entries: A move was entered after the data was previously pulled and backdated. For example, if a move was entered on 2/6 and backdated to be effective 1/1, it would not have been included in the January count in the February update, but it would be included in the in the January count in the March update.
* Data change: This metric is based on what the data is today and will reflect what the data is currently. For example, if a team is under IPS and then moves to AMC, they will show as always being in AMC.

*How do I interpret the annualized number?*

The annualized metric is an estimate of what the rate will be if we continue our current performance for the whole year. It is calculated by multiplying the YTD turnover rate by the ratio of 12 to the current month. This provides a projection of the annual turnover rate based on the data available so far.

For example, if at the end of February our YTD metric is 2%, our annualized number would be 12% (2% \* (12/2)).

## Voluntary Turnover

*Who is included in the Manufacturing vs. the Professional+ turnover data?*

The Professional+ file contains all those with a career level, this includes those at AT1-E5 levels. The Manufacturing file includes all employees who do not have a career level. These are our DL/IDL employees.

## Internal Fill Rate

*Why is there not additional information on the Data Details page for the person I am looking at?*

This could be due to an error in how the transaction was processed. For example, if someone received a promotion but it was entered as a lateral move, or if they only had a data change but a new job profile was created in error. You can investigate this further in Workday under Worker History or by reaching out to myHR.